



## International Student Orientation Policy

<b>Version:</b>	V 1.2	<b>Approved By</b>	Board
<b>Approved Date:</b>	02/05/2023	<b>Review period</b>	3 Years
<b>Approval Reference:</b>	Board Resolution 20230502/06		
<b>Related Policy/Procedure:</b>	International Student Orientation Procedure Academic Integrity and Academic Misconduct Policy Academic Integrity and Academic Misconduct Procedure		

# International Student Orientation Policy

## Purpose

This Policy sets out how Lyons College will conduct an orientation program for international students.

## Scope

This Policy applies to all Lyons College international students.

## Policy

Lyons College considers international students to be any student falls under the definition of an overseas student (a person, whether within or outside Australia, who holds a student visa).

Lyons College undertakes activities to welcome international students by organising an orientation program prior to the commencement of their course, taking into consideration the cultures, backgrounds and countries of the students.

The orientation program is intended to provide the international students with an introduction to living in Australia as a student to assist the student transition successfully and ensure their success during the time of their study with Lyons College.

This Policy sets out the framework for Lyons College's orientation program which includes:

- Providing an introduction to students about studying at Lyons College and living in Australia.
- Providing information about medical and emergency services, complaints and appeal processes and legal services in Victoria.
- Providing details to the students about accessing student support services, study support and English language support at Lyons College.
- Providing a campus tour which includes introduction to campus facilities, teaching staff, student resources and campus surroundings.
- Providing students information sessions about the course requirements and attendance expectation at Lyons College.
- Providing students with information regarding visa conditions and the students' obligations under their visa conditions including course progress requirements.
- Providing students information sessions about Lyons College's academic staffs, the contact details and the availability of academic staff during and outside of the scheduled class hours.
- Provide all students with an introductory session related to Academic Integrity and Academic Misconduct. This will involve a 2-hours workshop where students are provided the *Academic Integrity and Academic Misconduct Policy* and the *Academic Integrity and Academic Misconduct Procedure* and given an explanation of Lyons College's expectations about these matters.

- Providing students with an overview of all relevant Policies and Procedures to ensure that they are aware of their rights, obligation and the expectations of Lyons College.
- Introduce the Student Support Officer for VET and higher education and explain the role of the Student Support for providing assistance, guidance, mentoring and advocacy for students.
- Providing students an awareness about their employment rights, workplace safety and workplace issue resolution by discussing the role and functions of Fair Work Ombudsman.
- Organising additional orientation sessions for students who arrive late to ensure students don't miss important information.
- Providing all the listed services and programs to assist international students at no additional cost.
- Ensuring students achieve expected learning outcomes from their course by providing adequate support services and appropriate course advice.
- Ensuring students have access to Learning Management System enabling students to manage their course plan and access important documents online.
- Ensuring students have access to student's email setup by Lyons College, enabling students to communicate effectively with administrative and academic staff.
- Ensuring students have access to the Student Portal setup by Lyons College, enabling students to access information regarding timetable, attendance, results, fees, and etc.
- Designating sufficient staff members equipped with updated details of Lyon College's support services to be the direct point of contact for the international students.
- Ensuring that staff interacting with the students are aware about Lyons College's obligations under the Education Services for Overseas Students framework and the potential implications for students arising from exercising these obligations.

The Student Orientation Procedure outlines the procedure to ensure an effective orientation program.

<b>Version</b>	<b>Date</b>	<b>Resolution</b>	<b>Comments</b>
V1.0	04/12/2018	20180412/X	Initial policy created
V1.1	21/08/2019	20190821/22	Policy reviewed, no major changes.
V1.2	02/05/2023	20230502/06	No major changes