# Academic Policy

## Student Orientation

### 1. Policy Statement
Prior to the commencement of an academic course of study, SAE Institute Pty Ltd t/as SAE Institute and Qantm College (the Institutions) will provide an orientation program designed to welcome students to college life at the Institutions and to introduce them to the important aspects of the Institutions operations, other new students and academic and administrative staff.

### 2. Purpose
The purpose of this policy is to define a commencement program for new SAE Institute and Qantm College students that present student responsibilities and best practice expectations.

### 3. Scope
This policy applies in the context of SAE Institute Pty Ltd operations in Australia and its approved offshore delivery sites, and is applicable to students enrolled with, or intending to enrol with SAE Institute or Qantm College.

Procedures for SAE campuses internationally may vary in compliance with statutory requirements in other countries of operation. Students registered with SAE Institute Pty Ltd who transfer their studies to a campus outside Australia, will have their registration with SAE Institute in Australia terminated and are required to adhere to the guidelines, policies and procedures of the legal entity to whom they have transferred their registration. This policy is applicable to all students or prospective students of The Institutions, irrespective of their place of residence, campus or mode of study.

### 4. Associated Policies and Procedures
This policy should be read in conjunction with the following policies and procedures;
- Student Orientation Procedure

### 5. Associated Documents
This policy should be read in conjunction with the following documentation;
- Student Orientation Pack
- Student Orientation PowerPoint – Academic
- Student Orientation PowerPoint – Student Administration and Support Services

### 6. Policy

#### 6.1 Orientation
Prior to the commencement of a course of study, students will attend an Orientation Program designed to assist them with their transition to study with the Institutions.

The orientation program will welcome students to Campus Life and introduce them to the important aspects of the Institutions operations,
activities, regulations and the expectations of students.

The orientation program is conducted through a series of short seminars presented by key staff of the Institutions. These seminars will cover course related matters, key policies and procedures, IT services, administrative matters, student services, library and learning services and a tour of campus facilities.

Students will be provided with a comprehensive Student Orientation Pack that includes all the required administrative and organisational information and documentation relating to the students enrolment.

The orientation program also provides an opportunity for students to meet other students and the staff of the Institutions.

International Students will be provided with an additional information session conducted by the Student Services Advisor to assist them adjust to study and life in Australia.

Orientation is compulsory and students who do not attend will be required to make contact with the Student Services Advisor to make arrangements for an alternative orientation session.

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<th>7. Records</th>
<th>4 February 2011 policy approved (by the CEO &amp; Managing Director)</th>
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