

1 Introduction

1.1 Purpose

The purpose of the policy is to set out the principles for student orientation when students commence a programme. Orientation is how we introduce students to the practicalities and logistics of being a student on a Hibernia College programme. Orientation introduces them to the programme, its key features and rules, and the programme staff. It also begins to foster a culture and sense of socialisation and belonging among our student body.

1.2 Scope

a. To whom does the policy apply?

The policy is an overarching policy that applies to all Hibernia College programmes.

b. Who is responsible for implementing the policy?

The Director of Programme, with the assistance of other areas of the College, is responsible for delivering orientation to newly registered students on their programme.

2 Context

2.1 Legal or Regulatory Context

a. Quality Assurance Guidelines

QQI's Core QA Guidelines¹ require the College to have policy and procedure in place for induction of learners to both the provider and the programme they are undertaking. This policy is designed to help the College implement this requirement.

3 Policy Statements

3.1 Principles for Orientation

a. Mode of Delivery

¹ Quality and Qualifications Ireland (2016), *Core Statutory Quality Assurance (QA) Guidelines*, Section 3.2. Available at: <https://www.qqi.ie/Downloads/Core%20Statutory%20Quality%20Assurance%20Guidelines.pdf> [Accessed 29/08/2018].

- i. Students will be provided with an orientation programme which matches the mode of delivery of the programme. This means that for blended learning programmes, orientation will be both online and face-to-face.

b. Orientation Topics

Orientation will, at a minimum, introduce students to:

- i. Their programme.
- ii. The progression and success requirements.
- iii. The College's policies and procedures and the rules for their programme.
- iv. Student support and services.
- v. The virtual learning environment and library facilities.
- vi. Key staff and faculty involved in teaching and/or provision of the programme.
- vii. Student support staff.

c. Materials

Students will be provided with (in either hard or electronic copy):

- i. A programme handbook.
- ii. Contact details for key members of support staff and the programme team.

d. Orientation Tasks

Students may be required to undertake a range of set activities within a specific timeframe, including subject-specific activities, as well as technical activities, to develop comfort levels with, for example, the virtual classroom, the library and the discussion forum, as part of orientation.

4 Document Control

Document Title	Policy for Orientation		
Author	QA Officer		
Version	V.1	Adoption Date	28/06/2018
Expected Review Date	June 2019		
Related Policies			
Related Procedures			
Related Resources			