



## ORIENTATION PROGRAM RULES

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Responsible officer	<i>Chief Operating Officer</i>
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Approved by	James Dalziel, <i>Dean &amp; CEO</i>
Initial Approval date	27 November 2018
Last updated	17 November 2023
Next review date	November 2025
Superseded documents	None
Related documents	<i>Academic Integrity Policy for Coursework Awards</i> <i>Research Integrity Policy</i> <i>Sexual Assault and Sexual Harassment Policy</i> <i>Student Wellbeing Policy</i> <i>Grievance Resolution Policy – Students</i>
Student Lifecycle Stage/s	Learning

### 1. PURPOSE

To outline the required components of orientation programs provided to ACT students by affiliated colleges.

### 2. DEFINITIONS

**The ACT** is the Australian College of Theology Limited.

**ACT Handbook** is the main **handbook** of the **ACT**, published each year, and providing the first place of reference for ACT policy and procedures.

**ACT Office** is the office of the Australian College of Theology Limited.

**ACT Website** is the website for the **ACT**, at [www.acttheology.edu.au](http://www.acttheology.edu.au).

**Affiliated College** is an institution approved to offer an accredited higher education award of the ACT.

**Cheating** is attempting to obtain advantage in an **assessment** through dishonesty, deception or in contravention of any applicable regulations.

**Contract cheating** is when a student uses or seeks to use another party to undertake part or whole of their assessed work for them. This work may be paid or unpaid.

**Domestic student** is a student who is an Australian citizen or permanent resident.

**ESOS** is the *Education Services for Overseas Students Act*.

**Grievance resolution** is the process by which any **grievance (complaint or dispute)** is dealt with.

**Handbook** is a publication detailing information such as courses and policies for different courses of study. The **ACT** produces several handbooks for different purposes.



**National Code** is the *National Code of Practice for Providers of Education and Training to Overseas Students 2018*.

**Off-campus delivery mode** is a way of delivering a unit which does not require students to be physically present on campus. It is also known as distance, online, or external study.

**Overseas student** is a student who is in Australia on a student visa enrolled with the ACT through its **affiliated colleges**.

**Overseas Student Liaison Officer** is the **ACT** officer who provides support for **overseas students** and reports on matters regarding overseas students to relevant bodies. **Affiliated colleges** approved to deliver courses to overseas students must also appoint their own Overseas Student Liaison Officers.

**Paradigm** is the Paradigm EMS (Education Management System), a web-based student management system available to the ACT Office and all affiliated colleges, used to maintain the ACT student records.

**Plagiarism** is to take and use another person's ideas and to fail to give appropriate acknowledgement. This includes material from any source, including other staff or students, the Internet, published and un-published works.

**QILT** stands for *Quality Indicators for Learning and Teaching*, a suite of surveys administered by the **SRC**.

**Student Experience Survey (SES)** is a survey administered by the **SRC**, part of the **QILT** survey suite.

*For the purposes of these rules:*

**Student** is an enrolled student of the ACT.

### 3. SCOPE

These rules apply to all orientation programs offered by affiliated colleges for ACT students enrolled in coursework degrees.

### 4. RULES

#### Rules applying to all orientation programs

- 4.1 The orientation program must explain the relationship between the affiliated college and the ACT.
- 4.2 The orientation program must inform students about how to access the ACT Handbook and other student policies and resources available to them on the ACT website.
- 4.3 The orientation program must inform students about how to access their student profile on the Paradigm student management system.
- 4.4 The orientation program must introduce students to the academic and wellbeing support services available to them and the process for engaging with them. The orientation program must cover support service information



as provided on the ACT website, or an alternative approach provided by the affiliated college covering at least the same content areas. .

- 4.5 The orientation program must introduce students to the range of learning resources available to them and how they are accessed.
- 4.6 The orientation program must introduce students to the Learning Management System of the affiliated college, prepare them with the skills to successfully utilise the system, and inform them about whom they may contact for technical support.
- 4.7 The orientation program must inform students about academic integrity, including reference to generative artificial intelligence, and refer students to the *Academic Integrity Policy for Coursework Awards* and the *Research Integrity Policy*, and provide orientation material to students as provided on the ACT website, or an alternative approach provided by the affiliated college covering at least the same content areas.
- 4.8 The orientation program must inform students about expectations set out in the affiliated college's code of conduct, or equivalent document.
- 4.9 The orientation program must communicate the college's commitment to providing a safe environment for all persons and address sexual harassment and child protection issues. The orientation program must inform students about sexual assault and sexual harassment, and refer students to the *Sexual Assault and Sexual Harassment Policy* and associated *Sexual Assault and Sexual Harassment Procedure*, and provide orientation material to students as provided on the ACT website, or an alternative approach provided by the affiliated college covering at least the same content areas.
- 4.10 The orientation program must outline the affiliated college's Workplace Health & Safety (WH&S) arrangements, explaining the responsibilities of the college and students as well as the process by which students may report a WH&S issue.
- 4.11 The orientation program must provide students with information about emergency responses, including evacuation and lockdown procedures.
- 4.12 The orientation program must inform students about how to lodge a grievance under the *Grievance Resolution Policy – Students*.
- 4.13 Affiliated colleges are to introduce students to the course and unit surveys undertaken throughout and following completion of their course. Colleges are to encourage student participation in surveys.

#### **Additional rules applying to orientation programs for overseas students**

- 4.14 An affiliated college must include in an orientation program for overseas students all components required under the *National Code of Practice for Providers of Education and Training to Overseas Students 2018 (ESOS Act 2000)*, Standard 6.1; these being:



- 6.1.1 support services available to assist overseas students to help them adjust to study and life in Australia
  - 6.1.2 English language and study assistance programs
  - 6.1.3 any relevant legal services
  - 6.1.4 emergency and health services
  - 6.1.5 the registered provider's facilities and resources
  - 6.1.6 complaints and appeals processes as outlined in Standard 10 (Complaints and appeals)
  - 6.1.7 requirements for course attendance and progress, as appropriate
  - 6.1.8 the support services available to assist students with general or personal circumstances that are adversely affecting their education in Australia
  - 6.1.9 services students can access for information on their employment rights and conditions, and how to resolve workplace issues, such as through the Fair Work Ombudsman.
- 4.15 The orientation program must identify the member of staff with the role of the Overseas Student Liaison Officer and communicate how they may be contacted for support.
  - 4.16 The orientation program must identify the member of staff in the ACT office with the role of the Overseas Student Liaison Officer and communicate how they may be contacted for support.
  - 4.17 The orientation program must refer students to resources available to support overseas students on the ACT website.

**Additional rules applying to orientation programs for students enrolling in off-campus units**

- 4.18 The orientation program must include all relevant components of the orientation program offered to students studying by other modes of delivery. The content should be tailored to the needs of off-campus students and delivered using an appropriate medium.
- 4.19 The orientation program must explain the technical requirements for participation in off-campus learning at the affiliated college and inform students about whom they may contact for technical support.
- 4.20 The orientation program must establish expectations for conduct in online forums and other online interactions.
- 4.21 The orientation program must identify the demands and challenges presented by off-campus study and direct students to strategies and resources that will equip them for academic success.

**5. RELATED DOCUMENTS AND REFERENCES**



[Higher Education Standards Framework \(Threshold Standards\) 2021](#)

[National Code of Practice for Providers of Education and Training to Overseas Students 2018 \(ESOS Act 2000\)](#)

## 6. VERSION HISTORY

Version	Approved by	Approval Date	Effective Date	Changes made
1	Martin Sutherland – <i>Dean &amp; CEO</i>	27 November 2018	01 January 2019	New document
2	Martin Sutherland – <i>Dean &amp; CEO</i>	28 November 2019	1 January 2020	Appendix added showing responsibilities
3	James Dalziel – <i>Dean &amp; CEO</i>	November 2023	January 2024	Updated sections on orientation content related to student wellbeing, academic integrity, and sexual assault and sexual harassment; updated section on student awareness of unit and course evaluation surveys.

Any hard copy of this electronic document may not be current as the ACT regularly reviews its rules. The latest version can be found online at <https://www.actheology.edu.au/documents/>



### Appendix 1 – Allocation of responsibility for required elements of orientation programs

#	Rule	ACT Office	College	Notes
<b>Rules applying to all orientation programs</b>				
4.1	The orientation program must explain the relationship between the affiliated college and the ACT.	✓	✓	ACT Office has primary responsibility for this, though colleges may re-enforce the key points.
4.2	The orientation program must inform students about how to access the ACT Handbook and other student policies and resources available to them on the ACT website.	✓		
4.3	The orientation program must inform students about how to access their student profile on the Paradigm student management system.	✓		The college may like to re-enforce this with students.
4.4	The orientation program must introduce students to the academic and wellbeing support services available to them and the process for engaging with them.	✓	✓	ACT will provide a minimum standard set of student support information on its website. Colleges are able to refer students in orientation to the ACT material, or provide an orientation program of their own which at least covers the same material.
4.5	The orientation program must introduce students to the range of learning resources available to them and how they are accessed.		✓	ACT will mention some broadly available resources but will primarily direct students to the college for information about learning resources.
4.6	The orientation program must introduce students to the Learning Management System of the affiliated college, prepare them with the skills to successfully utilise the system, and inform them about whom they may contact for technical support.		✓	



4.7	The orientation program must inform students about academic integrity, including reference to generative artificial intelligence, and refer students to the <i>Academic Integrity Policy for Coursework Awards</i> and the <i>Research Integrity Policy</i> , and provide orientation material to students as provided on the ACT website, or an alternative approach provided by the affiliated college covering at least the same content areas.	✓	✓	ACT will provide a minimum standard set of student support information on its website. Colleges are to refer students to ACT policy, and are able to refer students in orientation to the ACT material, or provide an orientation program of their own which at least covers the same material
4.8	The orientation program must inform students about expectations set out in the affiliated college's code of conduct, or equivalent document.		✓	
4.9	The orientation program must communicate the college's commitment to providing a safe environment for all persons and address sexual harassment and child protection issues. The orientation program must inform students about sexual assault and sexual harassment, and refer students to the <i>Sexual Assault and Sexual Harassment Policy</i> and associated <i>Sexual Assault and Sexual Harassment Procedure</i> , and provide orientation material to students as provided on the ACT website, or an alternative approach provided by the affiliated college covering at least the same content areas.	✓	✓	Students must also be informed about how to get support if they are sexually assaulted or harassed and how to report an incident. Students must be informed about requirements for working with children checks (or equivalent) that may arise in the context of their study.
4.10	The orientation program must outline the affiliated college's Workplace Health & Safety (WH&S) arrangements, explaining the responsibilities of the college and students as well as the process by which students may report a WH&S issue.		✓	
4.11	The orientation program must provide students with information about emergency responses, including evacuation and lockdown procedures.		✓	
4.12	The orientation program must inform students about how to lodge a grievance under the <i>Grievance Resolution Policy – Students</i> .	✓		The college may re-enforce this with students.
4.13	Affiliated colleges are to introduce students to the course and unit surveys undertaken throughout and following completion of their course. Colleges are to encourage student participation in surveys.		✓	Pre-engagement with students has been shown to be one of the most effective methods of ensuring a healthy response rate to student course and unit evaluation surveys, to



				ensure that ACT and its colleges are provided with valuable feedback from all students.
<b>Additional rules applying to orientation programs for overseas students</b>				
4.14	An affiliated college must include in an orientation program for overseas students all components required under the <i>National Code of Practice for Providers of Education and Training to Overseas Students 2018 (ESOS Act 2000)</i> , Standard 6.1; these being: ... (see the section of the Rules document)	✓	✓	ACT will provide some information relevant to these requirements, but the college is responsible for ensuring its program for overseas students explicitly addresses each requirement.
4.15	The orientation program must identify the member of staff with the role of the Overseas Student Liaison Officer and communicate how they may be contacted for support.	✓	✓	ACT will provide details to students, but this is to be re-enforced by the college.
4.16	The orientation program must identify the member of staff in the ACT office with the role of the Overseas Student Liaison Officer and communicate how they may be contacted for support.	✓		
4.17	The orientation program must refer students to resources available to support overseas students on the ACT website.	✓		
<b>Additional rules applying to orientation programs for students enrolling in off-campus units</b>				
4.18	The orientation program must include all relevant components of the orientation program offered to students studying by other modes of delivery. The content should be tailored to the needs of off-campus students and delivered using an appropriate medium.		✓	
4.19	The orientation program must explain the technical requirements for participation in off-campus learning at the affiliated college and inform students about whom they may contact for technical support.		✓	
4.20	The orientation program must establish expectations for conduct in online forums and other online interactions.		✓	





4.21	The orientation program must identify the demands and challenges presented by off-campus study and direct students to strategies and resources that will equip them for academic success		✓	
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