

## STUDENT ORIENTATION POLICIES

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<b>Title:</b>	<b>Student Orientation Policies</b>
<b>Policy Number:</b>	SA 18/08.2018
<b>Effective Date:</b>	September, 2018
<b>Issuing Authority:</b>	Office of the President

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### 1. RATIONALE

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This policy defines the components and standards of student's orientation at RHU. This includes new students, graduates and undergraduates, as well as targeted orientation programs tailored throughout the semesters to regulate topics of particular interest related to campus opportunities, code of conduct and others.

### 2. POLICY

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- Prior to the beginning of the academic year, students will attend an Orientation Program designed to assist them with their transition to study with the university. The orientation program will welcome students to university life and introduce them to the important aspects of the university's 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 university, and faculty members. These seminars will cover course related matters, key policies and procedures, IT services, administrative matters, student services, learning services (Moodle) 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, faculty members, and the staff of the university.

### 3. PROCEDURES

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#### **New Student Orientation at RHU is divided into two parts:**

- 1- Before the beginning of the semester, where the Registrar carries out an Orientation day to familiarize new students with the university campus and facilities.
- 2- At the beginning of the semester, the Student Affairs Office in collaboration with the university departments and colleges carries out an orientation week where new students are required to attend orientation sessions given by department heads and college representatives. This is followed by club recruitment, and a library orientation where booths are set up for departments and colleges to answer any questions that the new students may have. This creates a networking opportunity for new student with their peers, older students, RHU staff, and instructors. At the end of the Orientation week, the Student Affairs Office hosts the annual Welcome Party to welcome the new students into the RHU family.

#### **4. STAKEHOLDER IMPACT AND SCOPE**

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It is the responsibility of each RHU student, faculty, and staff member to familiarize themselves with policies and procedures relevant to the new student orientation. This policy also concerns any student enrolling or planning to enroll in Rafik Hariri University.

#### **5. RELATED DOCUMENTS**

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- > RHU Orientation Handbook
- > RHU Student Handbook

#### **6. APPROVAL AND REVIEW**

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**Approved by RHU Administrative Board on October 22, 2024**