Title: Student Induction Procedures

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Review: The procedures are subject to periodic reviews as per amendments
of Student Induction Policy

1. Purpose

The purpose of this document is to describe the procedures to be followed during the student induction process at Gulf University.

2. Scope

The document applies to all Colleges, Departments and staff involved in the provision of student induction.

3. Acronyms

BQA	Education and Training Quality Authority
HEC	Higher Education Council
IT	Information Technology

4. Definitions

Induction: is an activity, staging a student's journey at Gulf University the student has made a preliminary choice of program and before the program starts.

International Students: International students studying at GU are either foreigners or local non-Bahraini nationals residing in the Kingdom of Bahrain.

Student: A student is an individual who has completed the formal procedures necessary to register in a program offered by Gulf University.

5. Procedure Details

5.1 International Students:

5.1.1 GU shall provide the international students with guidance and appropriate advice before and after their arrival in the Kingdom of Bahrain. This advice relates to travelling to and living in the Kingdom of Bahrain, information about the local culture, religious considerations, etc.

5.1.2 The following instructions are generally given, so that they do not have much difficulty after arriving in Bahrain:

- To make travel arrangements,
- To apply for visa,
- To arrange for temporary accommodation,

- To arrange for medical test and reports,
- To carry all the necessary documents like passport, visa, and accommodation receipt,
- To carry some local currency,
- To bring clothes as per the weather/ climate/temperature.

5.1.3 The university academic and non-academic units (as relevant) shall organize the induction process of the international students into the following manner:

Orientation Program:

- Develop a comprehensive orientation program covering campus facilities, academic resources, support services, and cultural adjustment.
- Engage staff to facilitate orientation sessions and address student queries.

Student Support:

- Establish dedicated support services for international students, help with academic and non-academic needs.
- Assign contact officer as primary points of contact for guidance and support.

Integration and Engagement:

- Promote integration within the university community through events and activities.
- Encourage participation in student clubs and societies to foster cross-cultural understanding.

Critical Incident Management:

- Train staff on responding to critical incidents and provide appropriate support to international students.

Ongoing Support and Monitoring:

- Maintain regular communication with international students beyond the induction weeks.
- Offer ongoing support through workshops, seminars, and progress monitoring.

5.2 Phase 1: Invitation

5.2.1 The Unit of Student Services shall arrange the preparation of students' orientation day and activities with the colleges one week prior to beginning of semester.

5.2.2 The Unit of Admission and Registration shall invite (3 days in advance) all newly admitted and transferred students to participate in the general orientation day based on University Calendar.

5.3 Induction Activities:

    5.3.1   Vice president of Academic Affairs shall welcome the students to introduce the academic and administrative staff that will conduct the orientation.

    5.3.2   Director of Admission and Registration Unit shall introduce the general academic regulations in addition to other information that are important for the students.

    5.3.3   IT staff shall introduce the University Website and relevant on-line services, University IT facilities and the use of computer and internet across the campus.

    5.3.4   Students Support Officer shall introduce the office scope of work, information about the Student Council, its activities and events that shall take place during the semester.

5.4 Phase 2: College Orientation:

    5.4.1   Dean of the concerned college shall invite the newly admitted and transferred students to participate in an orientation session, where the current students are also encouraged to attend. S/he shall introduce the College staff, mission, goals and facilities.

    5.4.2   The program(s) new and transferred students shall meet their relevant department's staff, shall know their colleagues and their academic advisors at the College.

5.5 Phase 3: Ongoing Orientation:

    5.5.1   The Unit of Admission and Registration shall conduct ad-hock orientation sessions in collaboration with the concerned Colleges/ Units to introduce any changes in university regulations.

    5.5.2   The library and IT Department shall organize sessions to make students familiar with the updated resources and services.

    5.5.3   The Heads of Departments shall arrange meeting with the program students or particular group of students to explain and discuss any changes and development in the study program, facilities and staff.

6.   Responsibilities

Unit of Student Services is responsible for:

- Ensuring that all students are fully informed of this document.

- Appropriate implementation of this document.

Unit of Admission and Registration is responsible for:

- Ensuring that all students are fully informed of this document.
- Appropriate implementation of this document.

University Library is responsible for:

- Appropriate implementation of this document.

IT Department is responsible for:

- Appropriate implementation of this document.

Students are responsible for:

- Following this document appropriately.

Heads of Departments are responsible for:

- Appropriate implementation of this document.

Deans are responsible for:

- Ensuring that all faculty members are fully informed of this document.
- Appropriate implementation of this document.

Vice President for Academic Affairs is responsible for:

- Appropriate implementation of this document.

The University Policy Development and Review Committee is responsible for:

- Systematic review of the effectiveness of this document.

7. Related Policies
- Admission Policy
- Student Induction Policy

8. Related Procedures
- Admission Procedures

9. Related References and Standards

BQA	Institutional Review Handbook
BQA	Programs-within-College Reviews Handbook