GULF UNIVERSITY

Title: Student Induction Policy

Code: GU-PL34SI

Version: 3.1

Date of Issue: 2023

Effective Date: July 2023

Approval Authority: Board of Trustees

Document Owner: Vice President for Academic Affairs

Review: The policy is subject to a periodic review every 4 years or in a shorter cycle as per amendments of university policies and regulations

1. Purpose

The purpose of this document is to describe the policy related to student induction activities at Gulf University (GU). It details principles to accomplish fair, transparent, and robust induction activities across all Colleges, Departments, and programs.

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
GU	Gulf University
HEC	Higher Education Council

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. Policy Statement

The Student Induction Policy involves the followings:

5.1   Introducing international students to the environment of life in the Kingdom of Bahrain.

5.2   Making GU expectations clear.

5.3   Making students an integral part of GU community.

5.4   Introducing students to the expected skills, knowledge, and expectations of GU program that they enrolled in.

5.5   Introducing students to GU environment, departments, and other resources and facilities.

6.   Policy Details:

Gulf University ensures systematic review and full compliance of its student induction criteria with the Higher Education Council's regulations. Student Induction Policy aims to enable students to fulfill their potential and further their ambitions and become reflective learners.

6.1   Gulf University ensures that international students receive guidance and appropriate advice before 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.

6.2   Gulf University ensures that international students receive proper induction upon arrival regarding the socio-cultural issues, sensitivity of people, the attitude and language of local people towards foreign nationals etc.

6.3   Gulf University is committed to the following themes: support the student at on-arrival stage, orientation to campus life at each year of study, support for mental health and well-being, guidance on learning process, curricular and co-curricular activities, and career pathways.

6.4   Gulf University ensures that students are oriented at the department and college level to be familiar with the courses, teaching, learning and assessment strategies, career progression, practical training, and academic integrity.

6.5   Gulf University commits to give orientation to the students for all academic and supportive services, and campus life.

7.   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.

Information Technology 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.

8. Related Policies

- Admission Policy

9. Related Procedures

- Admission Procedures
- Student Induction Procedures

10. Related References and Standards

BQA	Institutional Review Handbook
BQA	Programs-within-College Reviews Handbook
HEC	Academic Regulations