

Policy and Procedure

European College of Polytechnics



Contents

Induction and Registration Policy	2
I. Initial Orientation	2
Communication and Welcome	2
Formal Registration	2
II. Resource Introduction and Community Integration	2
Integration into Services	2
Social and Professional Events	3
Ongoing Support and Feedback	3

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Induction and Registration Policy

I. Initial Orientation

Communication and Welcome

- (1) The induction phase begins with an initial communication to new students and employees, providing details about the induction schedule and what to expect. This includes a welcoming session that introduces them to the organisation's ethos, values, and expectations. New members will receive a tour of the campus, introducing them to key facilities and services essential for their daily activities and academic success.

Formal Registration

- (2) The orientation stage culminates in the formal registration process. For students, this involves finalising their enrolment and becoming acquainted with their courses, learning management systems, and study resources. For employees, registration includes completing employment paperwork, an introduction to departmental roles, and access to necessary tools and technology. This ensures that all new members are fully integrated into ECP's institutional systems.

II. Resource Introduction and Community Integration

Integration into Services

- (3) Post-registration, students are introduced to important services such as academic support, counselling, and career guidance. Employees also receive orientation regarding professional development opportunities, human resources support, and health

and safety protocols. These introductions are conducted through targeted sessions designed to address the specific needs and concerns of both students and employees.

Social and Professional Events

- (4) To foster a sense of community and belonging, the induction includes social events aimed at building connections among new and existing members of the campus. For employees, this extends to professional networking events and team-building activities that are vital for establishing a collaborative work environment. Additionally, all new members are briefed on safety protocols and conduct guidelines to ensure a safe and respectful community atmosphere.

Ongoing Support and Feedback

- (5) Throughout the induction period, new students and employees are encouraged to provide feedback on their experiences and the effectiveness of the orientation process. The feedback is crucial for ongoing improvements to the induction program. Regular check-ins are also scheduled to monitor the integration progress and address any issues that new members might encounter.