

ORIENTATION POLICY

Reg. no ORU XXXXX

Approved by the Vice-Chancellor XXXXX

Approved by Örebro Student Union Board of Directors
XXXXX



ORIENTATION POLICY

POLICY AND GUIDELINES FOR ÖREBRO UNIVERSITY AND ÖREBRO STUDENT UNION

**A SENSE OF SECURITY, PARTICIPATION, RESPECT
AND ENJOYMENT**

OUR VISION AND GOAL

Through A SENSE OF SECURITY, PARTICIPATION, RESPECT and ENJOYMENT, we aim to create Örebro University's best Orientation Programme of all times, thereby creating Sweden's best Orientation!

The aim of Orientation is for every new student to grow, succeed and be happy – in Örebro, in their studies, and in life in general, now and in the future.

WHAT IS ORIENTATION?

Orientation is the welcoming of new students to Örebro University (ORU), to Örebro Student Union (ÖS), and to the town of Örebro. The Orientation Programme is filled with activities that highlight three aspects of being a student: the academic, the practical and the social aspects. As a result, activities and events are planned to give an introduction to subjects, study techniques, rights and obligations, the library, computer rooms, the Campus Health Centre for students, key cards, fellow students, clubs and associations, as well as leisure activities.

Orientation is organised jointly by several partners. The Introduction Officer at ORU puts together the general schedule and holds the main responsibility for its practical and academic elements. Via its different student union sections, ÖS, on the other hand, organises local schedules and holds the main responsibility for the social elements of Orientation. All activities, regardless of who coordinates them shall be characterised by the set of values identified for Orientation: a sense of security, participation, respect and enjoyment.

In welcoming new students to Örebro town, Örebro Municipality (ÖM) is also an important partner of the Orientation.

PURPOSE OF ORIENTATION

From the student perspective

A good Orientation at ORU makes the transition from previous studies or work to higher education so much easier. Orientation helps students to feel safe in their new role, quickly adjust to their studies, understand how they are able to influence the quality of education, and get to know their fellow students. The purpose of Orientation is therefore for every student to succeed and feel good about their new situation.

From the Örebro University and Örebro Student Union perspective:

Participating and dedicated students are significant for the quality and development of ORU's and ÖS's operations. Orientation is important to get students involved in both organisations from the start and to highlight the channels available to them to make a difference during their time of study. A good introduction to the studies and the social aspects of student life improve students' chances at succeeding at University and it increases the chance of them staying in Örebro to complete their courses and study programmes. In addition, a good Orientation is contributing to ORU's and ÖS's good reputation, which, among other things, is important for the recruitment of new students and members.

From Örebro Municipality's perspective

A good Orientation is of significance for the new students to feel welcome in Örebro as a town. Students are an important target group for the municipality when it comes to town development. One objective is to get students to feel so at home that they wish to stay in Örebro once they have completed their studies. Successful collaboration with ORU and ÖS in connection with Orientation is therefore significant in order to promote Örebro as a student and university town.

Target group

The target group is new students at ORU, both Swedish and international students. This includes all new students, whether they are taking a course or programme, studying full time or part time, and regardless of which campus they are on. It is a diverse target group with differing interests, needs and backgrounds.

GUIDELINES FOR ORIENTATION ORGANISATION

Orientation planning and format

- Development and planning of the Orientation Programme shall be made with the interests and needs of the target group in focus.
- Diversity shall be sought, both among organisers, participants, and in the range of activities offered.
- The Orientation Programme shall promote equality in all respects and be inclusive of all.
- The Orientation Programme shall never entail elements that may be perceived as degrading or discriminatory by any one individual or group.
- To make Orientation feasible in practice, the size and course range of each school/student union section¹ should be considered when determining the format of the activities.
- The timing of the Orientation Programme and its activities shall be flexible and based on student needs.
- The Orientation should collaborate with stakeholders outside the University that are of interest to the students.

Fadders and fadder training

- Experienced students who are members of ÖS and have been students at ORU for at least one semester, take part in the Orientation Programme as fadders of the new students.
- The fadder is expected to be an example and a mentor to the new student. The fadder assignment covers both academic, social and practical aspects.
- All students at ORU may apply to become a fadder. Anyone applying shall in their application give reasons why they think they should be selected.
- Before each Orientation, a fadder training programme shall take place. The aim is to prepare as many fadders as possible for their role as a fadder.

Information and communication

- Students are to be given relevant, easily accessible and easily digested information when they start at ORU.
- The Orientation of new students shall be characterised by a high degree of availability and accessibility on the part of ORU and ÖS.
- Communication between the partners responsible for Orientation is important. Everyone in contact with new students shall be familiar with ORU's and ÖS's orientation work.
- For activities where international students also take part, all information shall be available in English in addition to Swedish.

Stance on alcohol and other addictive substances

- ORU and students have a joint responsibility to prevent and hinder the abuse of alcohol and other addictive substances.
- There may be no use whatsoever of illegal substances or drugs during Orientation and its activities. This applies without exception to all persons participating in the Orientation.
- The fadders shall show that alcohol-free alternatives are socially acceptable.

GUIDELINES FOR CARRYING OUT ORIENTATION

In order to promote a healthy attitude towards alcohol

- There shall be no focus on alcohol use during Orientation and its activities.
- The volunteers working during Orientation, fadders as well as generals, shall refrain from alcohol or strictly limit their alcohol intake.

¹ During Orientation, the student association ESN also counts as a student union section.

- There shall never be any activities that only involve the use of alcohol or where the primary purpose is to drink alcohol.
- At least 50% of the local (student union sections') programme activities shall be totally alcohol free. For other activities, where there may be alcohol, alcohol-free alternatives shall be as readily available.

Sober fadders

- Each student union section must be represented also by sober fadders during those Orientation activities where alcohol is allowed. At least one fadder per fadder group and activity is required.
- Sober fadders shall participate in the Orientation activity and may not drink alcohol for as long as they participate in the activity in question. This applies regardless of where the activity takes place.
- If the Orientation activity in question takes place in part or entirely at a bar/club, the designated Sober fadders should in consultation with the student union section generals accompany the students into the bar/club and stay for a while. They decide, in consultation with their generals, for how long they need to stay.
- The designated sober fadders shall wear a captain's armband for easy identification by new students.

Personal relationships during Orientation

- During ongoing Orientation activities, all relationships between fadders, generals and new students shall be kept at the friendship level. What happens outside the Orientation activities are not regulated in this document.
- Any personal matters shall be left at home.

Dismissal

- Section generals and fadders may have their responsibilities withdrawn if they break either the endorsed section general/fadder contracts or the *Orientation Policy*. The decision is to be made by superior parties which essentially means that a fadder can be discharged by the general, Introduction Officer, Student Union Vice President/Student Welfare Officer, and the International Student Assistant. A general may be discharged by the Introduction Officer, and the Student Union Vice President/Student Welfare Officer and in ESN's case, by the International Student Assistant. If and when a general is also a board member of their student union section, the decision will also be made in consultation with the chair of the student union section in question.
- If a person acting as a general or fadder has had their responsibilities withdrawn, they may no longer participate in the current Orientation.
- Other participants during Orientation, such as board members or collaboration partners, may be dismissed if they break the *Orientation Policy* or a signed contract.

GUIDELINES FOR THE APPOINTMENT OF GENERALS AND FADDERS

Section generals

The general's role is to coordinate and have the ultimate responsibility for their student union section's orientation programme and to ensure that the section complies with the *Orientation Policy* and the basic set of values identified.

All generals are part of the "Qrake group", which is made up by the generals of all active student union sections during the semester in question, as well as by employees and student union officers working to coordinate Orientation. Generals participate in meetings, courses and activities organised before and during Orientation.

Election of generals

- To be eligible for election as general, the candidate must be a student at ORU and a member of ÖS.
- All generals are elected either at a board meeting or at a meeting of the student union section that the general will represent. A general can also be elected by a committee if the committee has been appointed by the board of the student union section in question.
- All generals sign a general's contract describing what the post of general entails as well as the duties to be undertaken by the general.

Fadder

Being a fadder entails getting involved in the Orientation for the new students at ORU. All fadders undertake to support, guide and facilitate a smooth transition for the new students by being available to answer questions on the academic, practical and social aspects of being a student.

Appointment of fadders

- To be eligible for appointment as fadder, the candidate must be a student at ORU and a member of ÖS.
- All fadder applications are made online via the *Faddersläppet* feature. The fadder application window opens when the planning of the Orientation Programme begins. Each student union section general is then responsible for appointing fadders for their section.
- It is possible for the student union section generals to receive applications and hold interviews before the fadder application window opens to appoint team leaders and fill other positions of responsibility.
- All fadders sign a fadder contract describing the fadder role and what the work as a fadder during Orientation entails.
- The number of fadders to be appointed for each student union section is based on the number of new students admitted. The current number of fadders for each student union section will be provided by the Introduction Officer.

GUIDELINES FOR THE PARTICIPATION OF STUDENT UNION SECTION BOARD MEMBERS

The board members of the student union sections have permission to be a part of Orientation. The purpose of their participation is limited to representing the student union section board and to encouraging the new students and fadders to continue their involvement within the student union sections.

Rules of conduct

- The *Orientation Policy* applies also to board members during Orientation activities.
- Board members shall refrain from alcohol or strictly limit their alcohol intake during Orientation activities.
- Board members shall be aware that Orientation is for the new students first and foremost.
- Board members shall sign a contract similar to the contract to be signed by generals and fadders.

GUIDELINES FOR THE PARTICIPATION OF NEW STUDENTS

Orientation is designed for new students embarking on their first semester at ORU, a basic course, or their first semester on an undergraduate programme.

All participants are expected to respect the basic values, aim and purpose of the Orientation. If and when new students prevent Orientation to fulfil its aim or work according to the identified basic values, these students may be refused to take part. If required, a general, together with the Student Union Vice President/Student Welfare Officer, Introduction Officer and International Student Assistant, have the right to refuse students from taking part in the current Orientation.