

FIRST CITY UNIVERSITY COLLEGE QUALITY PROCEDURE ACADEMIC SUPPORT FOR NEW STUDENTS	Document No	QP 8.10
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1.0 Purpose

This procedure describes the process of providing academic support to new students.

2.0 Scope

This procedure applies to all new students during the first semester.

3.0 Responsibilities

- 3.1 DOF/HOC
- 3.2 PC
- 3.3 Teaching Staff

4.0 Procedure

- 4.1 DOF/HOC shall assign a teaching staff as mentor to each new student during their first semester by using QF 8.10.1 Academic Support for New Students.
- 4.2 PC shall arrange the schedule and monitor the monthly mentoring sessions by the teaching staff by using QF 8.10.2 Monthly Mentoring Session & Monitoring Form.
- 4.3 PC shall report the outcomes of the mentoring sessions to the DOF/HOC by using QF 8.10.3 Mentoring Outcome Report.

5.0 Definition

- 5.1 DOF/HOC refers to Dean of Faculty/Head of Centre.
- 5.2 PC refers to Programme Coordinator.
- 5.3 Teaching staff refers to full-time or part-time lecturers / tutors.

6.0 Attachment

- QF 8.10.1 Academic Support for New Students
- QF 8.10.2 Monthly Mentoring Session & Monitoring Form
- QF 8.10.3 Mentoring Outcome Report
- FC 8.10.4 Academic Support for New Students Flow Chart

7.0 Reference

- NIL