

STUDENT SUPPORT & WELFARE POLICY

1. Purpose

This policy establishes a **comprehensive student support and welfare framework** to ensure that all students at **Vishan Institute of Technology** receive the necessary academic, personal, and well-being support to **enhance their learning experience and ensure their success**.

This policy aligns with the **Higher Education Commission Fiji (HECF) guidelines** and aims to create a **supportive and inclusive learning environment**.

2. Scope

This policy applies to:

- **All enrolled students at VIT.**
- **All academic and administrative staff responsible for student support services.**
- **All programs and services designed to promote student well-being and academic success.**

3. Student Support Services

3.1 Academic Support

- **Course Advising & Academic Counselling:** Students receive **guidance on course selection, career pathways, and academic progression**.
- **Learning Support & Tutoring:** Additional academic support is available through **remedial classes, peer tutoring, and study skills workshops**.
- **Monitoring & Progress Reports:** Student performance is **regularly assessed**, and support interventions are implemented for **at-risk students**.
- **Orientation & Induction Programme:** New students participate in a structured **orientation to familiarize them with institutional policies, academic expectations, and campus resources**.

3.2 Welfare & Well-being Services

- **Personal & Mental Health Support:** Students have access to **counselling services for personal, emotional, and mental health concerns.**
- **Student Welfare Officers:** Dedicated staff assist students with **financial aid guidance, personal support, and referrals to external services.**
- **International Student Support:** Cultural adaptation programs, visa assistance, and housing guidance are provided.
- **Health & Safety Measures:** The institution ensures a **safe and inclusive learning environment**, including access to **emergency response services.**

3.3 Career Guidance & Employment Support

- **Internship & Work Placement Assistance:** Support for students undertaking structured workplace learning.
- **Resume Writing & Interview Preparation Workshops:** Career support programs to enhance employment readiness.
- **Alumni & Industry Networking Opportunities:** Access to industry mentors, networking events, and career fairs.

4. Monitoring & Student Feedback

- Student welfare services are regularly **monitored and improved based on student feedback.**
- **Regular student satisfaction surveys** are conducted to assess the effectiveness of support services.
- Feedback mechanisms such as **student advisory committees** are in place to address concerns and recommendations.

5. Governance & Compliance

- The **Student Support Office** oversees all student support services and ensures **adherence to national education standards.**
- This policy is **reviewed annually** to align with **academic and student welfare best practices.**

The Vishan Institute of Technology Pte Ltd

Registered office Level 2, Sarju Prasad Bldg, Vakabale Street, Lautoka. Fiji Islands

Tel (679) 6640646 Mob 8705744 – 7649773 www.vit.ac.fj Email info@vit.ac.fj