

Procedures for Monitoring Program Progress of International Students

Version number:	1
Approved by:	Academic Board
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Introduction

The Sydney Institute of Higher Education (SI) is required to monitor the study load, program progress and attendance of international students holding an Australian student visa in accordance with *Education Services for Overseas Students Act 2000* (the **ESOS Act**) and Standards 9,10 and 11 of the *National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007* (the **National Code**).

Purpose

This document outlines SI procedures for monitoring the enrolment, study load, attendance, progress and participation of international students to ensure:

- Compliance with the conditions of the Australian Student Visa;
- The student completes the program within the duration specified in the Confirmation of Enrolment (CoE); and
- The student does not exceed the allowable portion of online or distance learning as specified in Standard 9 of the National Code.

Monitoring Enrolment and Study Load

The International Student Support Advisor will monitor the enrolment status of each student at the beginning of each semester or teaching period and before the census date to ensure that each student is correctly enrolled.

Monitoring enrolment is a requirement to ensure the student is:

- maintaining the correct load
- able to complete the program within the duration specified in the student's Confirmation of Enrolment (CoE); and
- not exceeding the allowable portion of online or distance learning (where relevant).

International students must enrol in a full-time study load, which is normally four (4) units per semester,

with no more than 25% of the program in external mode and a minimum of one (1) internal unit, except where the student is:

- repeating unit(s) in the final semester of his or her program; or
- permitted to study less than the full-time load in extenuating circumstances, after consultation with the Dean; or
- approved for a deferment or temporary suspension of enrolment.

Full details are listed in the *Enrolment Policy*.

Where a student is enrolled in less than a full-time study load without prior permission for a reduced study load, or the student is over-enrolled in external units, the International Student Support Advisor will formally notify the student by letter or email to:

- enrol in additional internal unit(s); or
- withdraw from the exceeded external unit(s); and
- caution the student that failure to comply is in breach of the conditions of the student's visa and that the student may not receive an extension CoE.

As outlined in the *Enrolment Policy*, in all instances where SI initiates a suspension or cancellation of the overseas student's enrolment, SI will, before imposing a suspension or cancellation:

- a. inform the overseas student of that intention and the reasons for doing so, in writing
- b. advise the overseas student of their right to appeal through the provider's internal complaints and appeals process within 20 working days.
- c. inform the overseas student of the need to seek advice from Immigration on the potential impact on his or her student visa
- d. report the change to the overseas student's enrolment under section 19 of the ESOS Act

Monitoring Program Attendance

Students must maintain adequate attendance through their course.

The requirements for academic attendance are noted within each unit of study outline. The consequences for lack of academic attendance will be listed in detail in the unit of study outline and may result in a student failing the unit of study.

The requirements for overall attendance for international students, and the detailed triggers for lack of attendance, are fully listed in the *Enrolment Policy*.

Where a student has been found to not meet the attendance requirements, the student will be notified in accordance with the Monitoring Academic Progression Policy and treated as a student at Stage 3.

As outlined in the *Monitoring Academic Progression Policy*, in all instances where SI initiates a suspension or cancellation of the overseas student's enrolment, SI will, before imposing a suspension or cancellation:

- a. inform the overseas student of that intention and the reasons for doing so, in writing

- b. advise the overseas student of their right to appeal through the provider's internal complaints and appeals process within 20 working days.
- c. inform the overseas student of the need to seek advice from Immigration on the potential impact on his or her student visa
- d. report the change to the overseas student's enrolment under section 19 of the ESOS Act.

Monitoring Program Progression

Students must maintain adequate academic progression through their course. Inadequate progression, and the detailed triggers for lack of progression are fully listed in the *Students at Risk and Unsatisfactory Progress Policy*.

In summary, students must pass at least 50% of the units undertaken during each semester, in order to progress satisfactorily and maintain a full-time study load. Students who fail 50% or more units in a period of six (6) months will result in a review of academic performance. Student who fail 50% or more units in a period of twelve (12) months are at risk of failing to meet program progression requirements which is a breach of visa conditions.

Where a student has been assessed as not achieving satisfactory progression or attendance, the student will be notified in accordance with the *Students at Risk and Unsatisfactory Progress Policy*.

Where a student has been assessed as being at risk or has not achieved satisfactory progression, the student will be notified in accordance with the *Monitoring Academic Progression Policy*.

As outlined in the *Monitoring Academic Progression Policy*, in all instances where SI initiates a suspension or cancellation of the overseas student's enrolment, SI will, before imposing a suspension or cancellation:

- inform the overseas student of that intention and the reasons for doing so, in writing
- advise the overseas student of their right to appeal through the provider's internal complaints and appeals process within 20 working days.
- inform the overseas student of the need to seek advice from Immigration on the potential impact on his or her student visa
- report the change to the overseas student's enrolment under section 19 of the ESOS

Extension of Enrolment

The rules and procedures relating to extension of enrolment, suspension of study and or deferment of the commencement of study are listed in the *Enrolment Policy*.

Without limitation, the following circumstances may be valid reasons for allowing CoE extensions:

- a. there are compassionate or compelling circumstances, as assessed by the registered provider on the basis of demonstrable evidence, as outlined in the *Enrolment Policy* or
- b. the registered provider has implemented, or is in the process of implementing, an intervention strategy for the overseas student because the overseas student is at risk of not meeting course

- progress requirements, as outlined in the *Student at Risk and Unsatisfactory Progress Policy* and the *Monitoring Academic Progress Policy* or
- c. an approved deferral or suspension of the overseas student's enrolment has occurred as outlined in the *Enrolment Policy*.

As outlined in the *Enrolment Policy*, in all instances where SI initiates a suspension or cancellation of the overseas student's enrolment, SI will, before imposing a suspension or cancellation:

- a. inform the overseas student of that intention and the reasons for doing so, in writing
- b. advise the overseas student of their right to appeal through the provider's internal complaints and appeals process within 20 working days.
- c. inform the overseas student of the need to seek advice from Immigration on the potential impact on his or her student visa
- d. report the change to the overseas student's enrolment under section 19 of the ESOS Act.

Implementation

Any suspension or cancellation of the overseas student's enrolment will not take effect until the internal appeals process is completed, unless the overseas student's health or wellbeing, or the wellbeing of others, is likely to be at risk.

Reporting and Records

SI may be required to make available any information provided by students to Commonwealth and State Government and law enforcement agencies.

In accordance with Section 19 of the *ESOS Act*, SI will notify the PRISMS system of any changes to a student's enrolment, or any non-compliance matter.

All records of enrolment, attendance and progression, interventions, documentary evidence, assessment, notifications and any information provided to the student will be retained electronically on the student's file in accordance with the *Data and Records Integrity Policy*.

Complaints and Appeals

A student has the right to make a complaint and/or appeal if the student is not satisfied with any decision of SI or believes the decision was not made in accordance with this procedure through the *Student Complaints and Appeals Policy*.

Policy Implementation and Monitoring

The *Academic Board* delegates responsibility for the day-to-day implementation of this policy to the Provost.

Governance

The *Academic Board* delegates responsibility for the day-to-day implementation of this policy to the Provost.

Academic Board will review all periodic reports from relevant committees and staff members, according to the *Compliance Calendar*. Additionally, Academic Board will review all relevant student complaints, grievances and appeals, concerns raised by staff members and instances of student and staff misconduct, according to the *Compliance Calendar*.

Based on these monitoring activities, Academic Board, in accordance with the *Compliance Calendar*, will provide a report to Council and ensure findings are taken into account in planning, quality assurance and improvement processes.

Reporting

External reporting

SI may be required to make available any information provided by students to the Commonwealth and State Governments, and law enforcement agencies. SI will follow the processes outlined in the Enrolment Policy.

Internal reporting

- a. Academic Board will continuously review policies in accordance with the Review Schedule to assure the best outcomes for students.
- b. Advice about improvements to the Progression Policy as well as continuous improvements to process and procedures will be based on analysis of reports regarding:
 - Enrolment, retention and completion rates
 - Performance of students who received credit
 - Rates of students identified as at risk
 - Rate of unsatisfactory progress cases
 - Student use of support services
 - Student academic performance
 - Student complaints and appeal
- c. Participation, progress, and completion by identified student subgroups, including all special entry cohorts, will be monitored and the findings used to inform admission policies and improvement of teaching, learning and support strategies for those subgroups.
- d. Participation, progress, and completion by identified student subgroups, including all special entry cohorts, will be monitored and the findings used to inform Orientation and Progression programs to allow continuous improvement in meeting the needs of student cohorts.
- e. Participation, progress, and completion by identified student subgroups, including all special entry cohorts, will be monitored and the findings used to assess the needs and preparedness of individual students and cohorts, and to ensure that students have equivalent opportunities for

successful transition into and progression through their course of study, irrespective of their educational background, entry pathway, mode or place of study.

Review Schedule

This policy will be reviewed by the *Academic Board* every three years.

Version History				
Version Number	Approved By	Approval Date	Revision Notes	Next Review Date
1	Academic Board	06/02/2020	Adopted	06/02/2021
2	Academic Board	29/07/2020	Minor revision made to comply with National Code 2018	29/07/2021

▲ Related Documents

Data and Records Integrity Policy
Monitoring Academic Progress Policy
Student Complaints and Appeals Policy
Students at Risk and Unsatisfactory Progress Policy

End of document: "Procedures for Monitoring Program Progress of International Students"

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