

International Student Academic Progression Monitoring* Policy

Policy Information

Policy Name:	International Student Academic Progression Monitoring*
Policy Number:	618
Current Version:	02 – 21/12/2009
Next Revision Date:	21/12/2010
Purpose:	To outline the policy for monitoring academic progression for international students as a requirement of The National Code 2007.
Scope:	This policy applies to all international students on a Student Visa enrolled in a CRICOS Registered program at Southbank Institute of Technology.
Exceptions:	Nil
Policy Owner:	Director, Product Innovation
Policy Author:	Policy and Process Officer, International Sales, Nikky Trivunovic
Related policies and legislation:	<ul style="list-style-type: none"> ▪ Education Services for Overseas Students (ESOS) Act 2000 http://www.comlaw.gov.au/ComLaw/Legislation/ActCompilation1.nsf/0/947647C7A9B9EEA9CA2573080037454D/\$file/EduSerforOverStud2000_WD02.pdf ▪ Migration Act 1958 http://www.austlii.edu.au/au/legis/cth/consol_act/ma1958118/ ▪ National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (The National Code) 2007 Standard 10 Monitoring Course Progress http://aei.dest.gov.au/AEI/ESOS/NationalCodeExplanatoryGuide/PartD/Standard_10.htm ▪ Department of Education Employment and Workplace Relations (DEEWR) - Department of Immigration and Citizenship (DIAC) Course Progress Policy and Procedures for CRICOS Providers of Vocational Education Training http://aei.dest.gov.au/AEI/ESOS/QuickInfo/DIAC_Course_pdf.pdf ▪ National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (The National Code) 2007 Standard 8 Complaints and Appeals http://aei.dest.gov.au/AEI/ESOS/NationalCodeExplanatoryGuide/PartD/Standard_8.htm ▪ SBIT Policy No 617 – International Student Appeals http://www.southbank.edu.au/site/students/policies/index.asp
Internal procedures guided by this policy:	<ul style="list-style-type: none"> ▪ SBIT Procedure No 6017 – International Student Appeals ▪ SBIT Procedure No 6018 – International Student Academic Progression Monitoring

Revision History

Revision Date:	Status: (Draft/Final)	Summary of Changes	Prepared/Approved By:	Revision #:
08/08/2008	Final	Policy established	Policy and Process Officer, Product Innovation/Director Product Innovation	01
21/12/2009	Final	Minor changes to the policy author	Policy and Process officer, International Sales	02

Glossary of Terms/Definitions

Terms	Definitions
ISAS	Institute Student Administration System The management information system used by TAFE Qld to record student enrolment information.
DIAC	Department of Immigration and Citizenship
DEST	Department of Education Science and Training – this department is now known as DEEWR.
DEEWR	Department of Education Employment and Workplace Relations – previously known as DEST
PRISMS	Provider Registration and International Students Management System The management information system used by DEEWR and DIAC to record international student program enrolment details.
CRICOS	Commonwealth Register for Institutions and Courses for Overseas Students
Section 20 Notice	A Section 20 Notice is generated via PRISMS when a student is reported to DEEWR/DIAC for a breach of their student visa condition. The notice requires the student to present to DIAC within 28 days to explain why they have breached the relevant visa condition.
Satisfactory Academic Progression	An international student is progressing satisfactorily and is on track to successfully complete their program within the expected duration of study.
Unsatisfactory Academic Progression	An international student has been identified 'at risk' of not successfully completing their program within the expected duration of study.
Academic Advisement Transcript (AAT)	An Academic Advisement Transcript (AAT) is a student report generated from ISAS used to assess award eligibility. AATs list a student's subjects and results which they have already completed; and subjects yet to be completed in order to achieve an award.
Intervention Strategy	An individual plan to provide academic support and/or assistance to an international student identified 'at risk' of achieving satisfactory academic progression.
Appeal	Request by a student to have a matter heard and/or re-considered after receiving an unfavourable decision.
AusAid	A student who is studying at SBIT under the Commonwealth Government AusAid Scholarship program.

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Policy

1.0 Student Visa Compliance

In accordance with the conditions of their Student Visa, international students studying at SBIT are required to achieve satisfactory course progress and maintain satisfactory class attendance in order to successfully complete their program within the expected duration of study.

Satisfactory course progress is defined as successfully completing all required subjects in their program in order to achieve the qualification/award.

Satisfactory class attendance is defined as attending a minimum of 80% of scheduled classes throughout the semester.

2.0 The National Code 2007 Compliance

The National Code 2007, Standard 10 Monitoring Course Progress requires SBIT to monitor, record and assess the course progress of international students for the duration of their enrolment. Accordingly, SBIT has chosen to implement the DEEWR-DIAC Course Progress Policy and Procedure to monitor academic progress.

3.0 Academic Monitoring

International students will be monitored as follows:

1. SBIT will monitor the academic progress of international students throughout the semester, based on the successful completion of assessment items and/or required class attendance. If an international student is identified at 'at risk' of achieving a competent result for any unit within their program of study, SBIT will implement an Intervention Strategy to provide the student with academic support and assistance.
2. At the end of each semester SBIT will review the results of all international students. An Intervention Strategy will be implemented within the first four weeks of the following semester for international students who have *not previously been identified* as being 'at risk' of achieving satisfactory academic performance.

4.0 Intervention Strategy

An Intervention Strategy is an individual 'plan' developed by a teacher in consultation with an international student. The primary purpose of an Intervention Strategy is to provide specific assistance and/or advice to address the issues preventing the student from achieving competency. The Intervention Strategy must be agreed to and signed by the teacher and the international student, and a copy placed in the student's file.

Examples of intervention measures may include the following:

- Arranging extra learning support or tutorials
- Arranging counselling for assistance with personal issues

- Providing advice regarding study habits (ie maintaining required class attendance)
- Providing opportunities for students to be reassessed or to repeat subjects
- Arranging to vary or reduce the enrolment load for the semester
- Providing advice re course suitability

Following the implementation of an Intervention Strategy, Faculty staff will continue to monitor the academic progression of the student for the remainder of the semester; and review their results at the end of the semester.

5.0 Reporting to DEEWR

International students who do not achieve satisfactory academic progression in two consecutive semesters of study will be reported to the Secretary of DEEWR via PRISMS for Unsatisfactory Course Progress under Section 19 (2) Non-compliance with Student Visa Conditions. The Department of Immigration and Citizenship (DIAC) will be automatically alerted, and may result in the cancellation of the student's visa.

International students will receive written notification of SBIT's intention to report them to DEEWR, including information on how to access the SBIT appeals process. International students will have 20 working days in which to lodge their appeal. For further information on SBIT appeals refer to the International Student Appeal Policy No [617](#).

After the appeals process is finalised and the international student is deemed to have failed to meet satisfactory course progress, SBIT will report the student to DEEWR via PRISMS within 5 working days, and the student will receive a Section 20 Notice. The student must present to DAIC within 28 days to explain the breach, or their student visa will be automatically cancelled.