Overseas Student Progression Policy and Procedure
Policy Code: Version 1.1
Effective Date:

Purpose

To outline principles and procedures for monitoring, evaluating and responding to variations in the progression of overseas students through their studies.

Scope

Applies to all overseas students enrolled in a course of study to which the Education Services for Overseas Students Act 2000 (ESOS Act 2000) is applicable.

Responsibility

Monitoring of course progression is the responsibility of Course Coordinators. Monitoring of the progression of students’ learning activities within units of study is the responsibility of Lecturers.

Definitions

Confirmation of Enrolment (CoE)

An electronic document issued to an overseas student indicating the course in which they are enrolled and its commencement and completion dates. The CoE also confirms the student’s eligibility to enrol for their student visa application.

At risk

An overseas student is considered at risk of breaching their course progression obligations if, during any study period of their course they are at risk of failing two or more units or during the final study period of their course they are at risk of failing one or more units.

A student is considered to be at risk of failing a unit of study if they have failed to submit or failed to achieve a mark of at least 50% for their formative assessment task.
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Suspension of enrolment

A temporary status placed on a student’s enrolment preventing that student from continuing their studies until a matter or process has been resolved or completed.

Cancellation of enrolment

The discontinuation of a student’s enrolment by IHM that is not at the request of the student.

Leave of absence

A temporary intermission period taken at a student’s own request during which no units of study are attempted.

Principles

Early intervention

Intervening to support students at risk of breaching their progression requirements is important because there is potential for overseas students to be detrimentally affected, should it become necessary to report a matter of progression.

Procedures

Informal monitoring of progression

Lecturers will informally monitor progression by:

- Discussing with overseas students their learning needs and giving and receiving feedback regarding formative assessment and learning and teaching activities;
- Reviewing statistics regarding the number of overseas students seeking assistance from support staff in relation to their unit of study;
- Making contact with overseas students whenever an assessment task is late or if participation in teaching and learning activities is reduced and;
- Providing informal feedback to Course Coordinators

Formal monitoring of progression
Within each unit of study, Lecturers will report to Course Coordinators any instance in which a student is identified as at risk of failing a unit of study (see definitions).

Course coordinators will:

1. Maintain a record of students identified as at risk of failing a unit or units of study using the Students At Risk Action Plan Template;
2. Seek and record any feedback from the student’s Lecturer from each unit in which the student is enrolled, including units that the student is not considered at risk of failing;
3. Identify and contact students at risk of breaching their progression obligations, offering assistance and referral to support services and;
4. Issue a written notification to students at risk of breaching their progression obligations using the Progression Notification Template.

Reporting

IHM will meet reporting obligations with regard to students’ progression under section 19 of the ESOS Act 2000. Students will be given twenty working days to make an appeal from the time that they are notified in writing of a reportable matter, after which the matter will be reported. A notification will be issued to the student as soon as it is known that the student is failing to meet the progression requirements necessary to complete the course of study within the duration specified in their CoE.

Leave of absence

Overseas students will not be eligible for leave of absence.

Deferral of enrolment

If a prospective overseas student applies for and is offered a place in a course to which this policy applies, they may choose to enrol in the course in a later study period in accordance with the following procedure:

1. The applicant is offered a place in a course of study as an overseas student;
2. The applicant communicates their intention to begin study during a later study period than that which is immediately forthcoming;
3. The applicant is issued with a Course Deferral Form or referred to the online version;
4. The applicant completes and submits the form, specifying the study period in which they intend to enrol;
5. The Student Administration and Admission Services Manager receives the form and updates their status in the SMS to 'deferred';
6. The Student Administration and Admission Services Manager contacts the applicant one month before the close of enrolments for the study period they specified and asks them to confirm their intention to enrol and;
7. The enrolment is processed in accordance with the Student Registration Policy and Procedure.

Suspension of enrolment
Enrolment of an overseas student shall be suspended under the following circumstances:

- The student faces criminal charges;
- The student awaits disciplinary action for serious misconduct;
- A policy or procedure specifies another circumstance under which enrolment is to be suspended.

The suspension will be implemented as follows:

1. A decision is made to suspend the enrolment of a student;
2. The Student Administration and Registration Services manager updates the student’s enrolment status to ‘Suspended’ in the Student Management System;
3. The Student Administration and Registration Services issues a written notification of the suspension to the student using the Suspension Notification template;
4. The student is allowed 20 working days during which to appeal the suspension decision by submitting a Complaint Form;
5. If the student does not appeal the decision or if the decision is upheld, the Student Administration and Registration Services Manager reports the student to DEEWR using the Provider Registration and International Students Management System;
6. The suspension remains in place until;
   a. The matter to which it pertains has been resolved;
   b. The overseas student withdraws from the course or;
   c. The student’s enrolment is cancelled.

Cancellation of enrolment
An overseas student’s enrolment will be cancelled if:

- The overseas student does not pay tuition fees and no appropriate resolution can be reached;
- The overseas student has been found to have committed serious misconduct as set out in the Student Misconduct Policy and Procedure;
- The overseas student is no longer eligible to undertake the course due to changing circumstances including but not limited to:
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- Cancellation of a student visa;
- Matters arising from criminal record checks;
- Inability to complete the course within the specified duration or;
- Detection of falsified documentation or;
- A policy or procedure specifies another circumstance under which enrolment is to be cancelled.

Student Support Services

Support services made available to students will be outlined in the IHM Student Support Policy. Those services can be accessed by students either voluntarily or by referral. Students identified as at risk of failing to meet progression requirements will be referred to student support services to help them maintain their progression.

Supplementary Information

Related policies/procedures:  
Student Support Services Policy and Procedures  
Student Assessment Policy and Procedures  
Teaching and Learning Policy  
Copyright Policy for Students  
Student Misconduct Policy and Procedure  
Student Progression Policy for Fully Online Courses  

Benchmarking:  
Not applicable  

Supporting research and analysis:  
Not applicable  

Related documents:  
Students at Risk Action Plan Template  
National Code of Practice for Authorities and Providers of Education and Training to Overseas Students 2007
# Overseas Student Progression Policy and Procedure

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**Version 1.1**

**Effective Date:**

**Related legislation:**

Education Services for Overseas Students Act 2000 (ESOS Act 2000)

**Guidelines:**

Not applicable

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**Policy Status**

New

**Date of Approval**

00/00/2013

**Responsibilities for Implementation**

Director of Studies

**Key Stakeholders**

Course Coordinators
Lecturers
Overseas Students

**Date for Next Review**

00/00/2016

**Policies Superseded by this Policy**

None

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