

Approved by: Board of Governors 1/11/16

International Course Progress Policy

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Government Legislation	National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007 (Standards 5,7 and 8) <i>ESOS Act 2000</i> <i>Migration Act 1958</i>
Responsible Officer	Heads of Faculty

1. Purpose

This policy describes the principles and procedures that govern the method by which the academic progress of Overseas Students is monitored, intervention strategies implemented and DIBP notified as necessary to meet IKON Institute of Australia's obligations under the *ESOS Act 2000* and *Migration Act 1958*.

2. Scope

This policy and its associated procedures apply to all students enrolled in, and all staff involved in the delivery of courses to Overseas Students.

3. Definitions

Assessment – all forms of tasks set for assessment purposes, including examinations that provide a means for generating and collecting evidence of student's attainment and comparing the evidence against the assessment criteria and standards of performance.

Head of Faculty – the IKON Institute employee who is responsible for the academic leadership and oversight of courses within a discipline at the IKON Institute.

Compassionate: Family, medical or well-being reasons for supporting a transfer.

Compelling: Circumstances that are generally beyond the control of the student, which affect their course progress or well-being.

Confirmation of Enrolment (CoE): A document, provided electronically, which is issued by the registered provider to intending overseas students and which must accompany their application for a student visa. It confirms the overseas student's eligibility to enrol in the particular course of the registered provider.

Course: A course of education or training as defined by the ESOS Act.

CRICOS: The Commonwealth Register of Institutions and Course for Overseas Students (CRICOS) is the register prescribed under section 10 of the ESOS Act.

Enrolment: Where a student has been issued with a CoE to confirm acceptance by the registered provider and is occupying a place in the CRICOS registered course for which the student was accepted and is progressing towards the completion of the course requirements. The period of enrolment includes scheduled breaks between study periods.

ESOS: Education Services for Overseas Student Act 2000 (ESOS Act).

Overseas/International Student: A person (whether within or outside Australia) who holds a student visa as defined by the ESOS Act, but does not include students of a kind prescribed in the ESOS Regulations.

PRISMS: The Provider Registration and International Student Management System (PRISMS) is the system used to process information given to the Secretary of DEEWR by registered providers.

the course for the state.

Student Visa: An authorisation permitting people who are not Australian citizens or permanent residents to come to Australia for the primary purposes of studying in Australia as defined by the *Migration Act 1958*.

Working days: Any day other than a weekend, public holiday or day when IKON Institute is closed for business.

4. Principles

IKON Institute of Australia is committed to supporting all international students to reach their potential and have a successful academic experience while they are studying.

5. Roles & Responsibilities

- 5.1 Education Support Officer: responsible for monitoring student academic progress and initiation of intervention strategies
- 5.2 Head of Faculty: responsible for notifying CEO of student failure to meet required academic progress standards
- 5.3 CEO: responsible for triggering process to report non-complying student to DIBP.

6. Monitoring Course Progress

- 6.1 IKON Institute of Australia will monitor, record and assess the academic performance of all international students to ensure they are given every opportunity to achieve the required satisfactory academic progress for each unit of the course they are enrolled in. Academic progress is reviewed each study period.

IKON Institute of Australia is required to report an international student via Provider Registration and International Student Management System (PRISMS) to the Department of Immigration and Border Protection

(DIBP) if the student has been assessed as not achieving satisfactory course progress in two consecutive study periods.

Satisfactory course progress is defined as:

- Successfully completing or demonstrating competency in at least 50% of the units attempted in any study period.

When the Education Support Officer (ESO) identifies a student as making unsatisfactory progress in the course, the student will be notified in writing and will be required to meet with the Education Support Officer (ESO) or Head of Faculty to discuss their academic progress and possible options.

IKON Institute of Australia will employ an intervention strategy where necessary, to ensure that a student who is identified as being at risk, completes their course within the duration of the study with IKON Institute of Australia, and graduates with the qualification they are enrolled in. The details of the intervention strategy are documented in **S003 Student Academic Progress Policy**.

International students are encouraged to contact or speak with their lecturer, ESO and/or Head of Faculty at the earliest possible opportunity.

6.2 Steps in monitoring course progress

1. If a student is identified for the first time as not making satisfactory course progress (in at least 50% of the units of study) the Intervention strategy of **S003 Student Academic Progress Policy** will be initiated.
2. If a student is identified as not making satisfactory progress in a second consecutive compulsory study period, the Head of Faculty will notify the CEO. IKON must then notify the student of its intention to report the student to DIBP for unsatisfactory progress. IKON Institute of Australia will issue the student with a written letter of intention to report for unsatisfactory progress (warning letter) informing the student of their breach, and that he/she is able to access **S002 Student Grievance Policy and Procedure**, and that the student has 20 working days in which to do so.
3. Student reported to DIBP where appropriate.

7. Appeals

Before a student is reported to DIBP for unsatisfactory progress, they will have 20 working days to appeal. Students are allowed to appeal for the following reasons:

- The student believes that IKON Institute has failed to record or calculate their marks accurately
- The student believes that they have compassionate or compelling reasons for not making satisfactory progress
- The student believes that IKON Institute has not implemented its intervention strategy and other policies according to its documented policies and procedures that were made available to the student.

If a student chooses to access the grievance and appeals process, IKON Institute of Australia must maintain the student's enrolment and ensure that the student continues to attend classes while the complaints and appeals

process is ongoing. Depending on the outcome of the appeal, the student may or may not be reported to DIBP for unsatisfactory course progress.

8. Publication

This policy is to be published for students in the relevant publications and on the IKON Institute of Australia website to ensure prospective students and IKON Institute of Australia staff have up to date and accurate information.

9. Related Forms:

10. Related Policies:

S003 Student Academic Progress Policy.

S002 Student Grievance Policy and Procedure.