

Introduction

This policy is a requirement under *Standard 8 of the National Code of Practice for Providers of Education and Training to Overseas Students 2018*, and Faith Lutheran College, as a registered CRICOS provider must:

- o Monitor the enrolment load of each student to ensure that they complete the course within the duration specified in their Confirmation of Enrolment (CoE)
- o Monitor that the student does not exceed the allowable portion of online or distance learning, and ensure that any extensions granted to the duration of study comply with the conditions of CRICOS registration
- o Monitor overseas students' course progress and, where applicable, attendance for each course in which the overseas student is enrolled
- o Create, maintain, and implement documented policies and processes to identify, notify and assist an overseas student at risk of not meeting course progress or attendance requirements where there is evidence from the overseas student's assessment tasks, participation in tuition activities or other indicators of academic progress that the overseas student is at risk of not meeting those requirements
- o Monitor students' course progress and ensure that the College is proactive in notifying and counselling students who are at risk of failing to meet course requirements
- o Monitor students' compliance with student visa conditions relating to attendance and are proactive in notifying and counselling students who are at risk of failing to meet attendance requirements
- o Clearly outline and inform overseas student before they commence the course of the requirements to achieve satisfactory course progress and, where applicable, attendance in each study period
- o Outline requirements for achieving satisfactory attendance for the course, which at a minimum must be 80 per cent (80%), or higher if specified under state or territory legislation, of the scheduled contact hours
- o Identify, notify and assist overseas students who have been absent for more than five consecutive days without approval, or who are at risk of not meeting attendance requirements before the overseas student's attendance drops below 80 per cent (80%)

This document identifies the levels of attainment required for students studying at Faith Lutheran College on a student visa, subclass 500. It also seeks to identify and document how the College monitors, records and assesses the course progress as required by Student Visa Condition 8202, subclass 500. Overseas students are required to meet and maintain satisfactory course progress and attendance requirements under visa condition 8202 (below) and under *Standard 8 of the National Code of Practice for Providers of Education and Training to Overseas Students 2018*.

Condition Number	Who this applies to	Description
8202	All Students	You must remain enrolled in a registered course (unless you are a Foreign Affairs or Defence sponsored student or secondary exchange student in which case you must maintain full-time enrolment in your course of study or training). Note: A registered course is one that is on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) .

		You must maintain satisfactory attendance in your course and course progress for each study period as required by your education provider.
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Definitions

For the purposes of this policy, the following terms are defined:

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 credit	Exemption from enrolment in a particular part of the course as a result of previous study, experience or recognition of a competency currently held. Includes academic credit and recognition of prior learning.
Course progress	The measure of advancement within a course towards the completion of that course irrespective of whether course completion is identified through academic merit or skill-based competencies.
Enrolment	Where the 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.
Mode of study	Includes attendance face-to-face in a classroom, supervised study on the registered provider's campus, distance learning, online learning and work-based learning.
PRISMS	The Provider Registration and International Student Management System (PRISMS) is the system used to process information by registered providers.
Principal course of study	The principal course of study refers to the main course of study to be undertaken by an overseas student where a student visa has been issued for multiple courses of study. The principal course of study would normally be the final course of study where the overseas student arrives in Australia with a student visa that covers multiple courses.
Scheduled course contact hours	The hours for which students enrolled in the course are scheduled to attend classes, course-related information sessions, supervised study sessions, mandatory and supervised work-based training and examinations.

Communication

Students assessed as not meeting satisfactory course progress or attendance requirements will be notified in writing of the school's intention to report them, and will be advised that they have 20 working days in which to access the College's complaints and appeals process. Please refer to the International Student Attendance Policy and the International Student Complaints and Appeals Policy located in the International Student Handbook (a hard copy

of which will be given to each student at their orientation) and located on the College Website.

Details of Policy

1. Course Progress

- a) The College will monitor, record and assess the course progress of each student for the course in which the student is currently enrolled.
- b) The course progress of all students will be assessed at the end of each study period/semester of enrolment according to Faith Lutheran College's course assessment requirements.
- c) The course progress of all students will be assessed at the end of each study period of enrolment according to *Faith Lutheran College's* course assessment requirements.
- d) Students who have begun part way through a study period (semester) will be assessed according to Faith Lutheran College's course assessment requirements after completing one full study period.
- e) To demonstrate satisfactory course progress, students will need to:
 - Years 7- 8: Overseas students must pass all core subjects and fail no more than 3 elective subjects studied in any semester
 - Year 9: Overseas students must pass all core subjects and fail no more than 2 elective subjects studied in any semester
 - Year 10: Overseas students must pass all core subjects and fail no more than 1 elective subject studied in any semester
 - Senior Secondary (Years 11-12): Student must remain eligible for a Queensland Certificate of Education (QCE)
- f) If at the end of a study period a student does not achieve satisfactory course progress as described above, the *International Student Liaison Coordinator* will formally contact the parent(s) to advise that the student is at risk of breaching the course progress requirement and that there will be a meeting with *the International student Liaison Coordinator* and the student to develop an intervention strategy for academic improvement. This may include:
 - After hours tutorial support
 - Subject tutorial support in class time
 - Mentoring
 - Additional ESL support
 - Change of subject selection, or reducing course load (without affecting course duration)
 - Counselling – time management
 - Counselling - academic skills
 - Counselling – personal
 - other intervention strategies as deemed necessary
- g) The appropriate intervention strategies as listed above are available to assist any student at risk of not meeting satisfactory course progress requirements. Some or all of these intervention strategies will be activated after the student has had a formal interview with the International Student Liaison Coordinator or Director of Teaching and Learning.
- h) Faith Lutheran College endeavours to monitor individual student progress and implement intervention strategies at the earliest possible time that a student is identified as being at risk of not meeting any of their necessary competencies.
- i) A copy of the student's individual strategy for academic improvement and any relevant progress reports will be forwarded to parents/guardians. The student's

individual strategy for academic improvement will be monitored over the following study period by the International Student Liaison Coordinator and records of student response to the strategy will be kept. Parents/Legal Guardians will be kept informed of the student's academic progress while the student is receiving formal intervention.

- j) If the student does not achieve satisfactory course progress by the end of the next study period, Faith Lutheran College will advise the student and parents/legal guardians in writing of its intention to report the student for breach of visa condition 8202, and that he/she has 20 working days in which to access the College's internal complaints and appeals process. The notification of intention to report will be issued to the student prior to the commencement of the next semester.
 - k) The registered provider must only report unsatisfactory course progress or unsatisfactory course attendance in Provider Registration and International Student Management System (PRISMS) in accordance with section 19(2) of the Education Services for Overseas Students ESOS Act if:
 - o the internal and external complaints processes have been completed and the decision or recommendation supports the registered provider, or
 - o the overseas student has chosen not to access the internal complaints and appeals process within the 20 working day period, or
 - o the overseas student has chosen not to access the external complaints and appeals process, or
 - o the overseas student withdraws from the internal or external appeals processes by notifying the registered provider in writing.
 - l) Following the outcome of the internal process, if the student wishes to complain or lodge an external appeal about a decision made or action taken by Faith Lutheran College, they may contact the Overseas Student Ombudsman (www.oso.gov.au) at no cost. Please see Faith Lutheran College's Complaints and Appeals Policy for further details.
2. Completion within expected duration of study
- a) The College will monitor, record and assess the course progress of each student for the course in which the student is currently enrolled.
 - b) Part of the assessment of course progress at the end of each semester will include an assessment of whether the student's progress is such that they are expected to complete their studies within the expected duration of the course.
 - c) The College will only extend the duration of the student's study where it is clear the student will not be able to complete their course by the expected date because:
 - o the student can provide evidence of compassionate or compelling circumstances (see Definitions below)
 - o the student has, or is, participating in an intervention strategy as outlined in clause 1F of this policy
 - o an approved deferment or suspension of study has been granted in accordance with Faith Lutheran College's Deferment, Suspension and Cancellation Policy
 - d) Where the College decides to extend the duration of the student's study, the College will report this change via PRISMS within 14 days and/or issue a new COE if required. In this case, the student will need to contact the Department of Home Affairs to seek advice on any potential impacts on their visa, including the need to obtain a new visa.
3. Compassionate or compelling circumstances
- a) Defined as, any circumstances beyond the control of the student that are having an impact on the student's progress through a course. These could include:

- Serious illness, where a medical certificate states that the student was unable to attend classes
 - Bereavement of close family members such as parents or grandparents (with evidence supplied- e.g. death certificate)
 - Major political upheaval or natural disaster in the home country requiring their emergency travel that has impacted on their studies
 - A traumatic experience which has impacted on the student (these cases should be where possible supported by policy or psychologists' reports)
 - Where the school was unable to offer a pre-requisite unit
 - Inability to begin studying on the course commencement date due to delay in receiving a student visa
- b) For other circumstances to be considered as compassionate or compelling, evidence would need to be provided to show that these were having an impact on the student's progress through a course.

Policy Release Details

Date of Policy:	April 2020
Approved by:	Plenary
Responsibility:	Principal
Point of Contact:	International Student Liaison Coordinator
Review Date:	April 2022