

## International Students Monitoring Academic Course Progress, VET Procedure

### 1. Purpose

To monitor, record and assess the course progress of each international student in a vocational course in accordance with the ESOS National Code of Practice for Providers of Education and Training to Overseas Students 2018.

Applies to International Projects Officer, International Compliance/Welfare Officer, Program Leaders

### 2. Definitions

DHA: Department of Home Affairs

International Student: As defined in the Student Enrolment, Fees and Charges Policy and Education Services for Overseas Students Act 2000 (ESOS Act); student who holds a Student Visa

Intervention Strategy: A study plan developed with Program Leader to address and reduce the cause of academic failure with an International Student

PRISMS: Provider Registration and International Students Management System

Study Period: Melbourne Polytechnic's academic year is typically divided into 2 study periods commonly referred to as Semester 1 and Semester 2, each of which is 24 weeks in duration.

### 3. Responsibility and Accountability

Task		Responsibility	Notes
1.	Prior to the start of each study period, prepare an International Student List for each teaching department that includes a listing of all international students enrolled in CRICOS registered courses available to international students for the study period, and ensure all Program Leaders have access. Notify Compliance and Welfare Officer International.	International Projects Officer	International student lists will be used to monitor international student academic course progress in accordance with the <a href="#">International Students Academic Course Progress and Attendance Policy</a> and are to be maintained and made accessible to all relevant staff via the institute's Staff Portal.
2.	Notify all Program Leaders from teaching departments delivering CRICOS registered courses when the lists are made available and the critical dates for each study period by which the recording and monitoring of academic progress must be completed.	Compliance and Welfare Officer International	Critical dates will usually be: 1) 5 working days after the start of semester to record if student has commenced study. 2) Midway through the semester, usually at the end of term, to identify if early intervention may be

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	Throughout study period remind Program Leaders of critical dates.		activated. 3) End of semester to identify students who are at risk or who have not made satisfactory course progress.
3.	<b>Start of semester</b> - Identify students on the <i>International Student List</i> who have not commenced their studies for the study period and update their <i>Commencement</i> status.	Program Leader	
4.	Confirm students marked as non-commenced haven't been formally approved for late start.  In the event that a student has not commenced their studies by the agreed starting date, it will be considered as 'student default'. Withdraw the student in accordance with the <a href="#"><i>International Student Withdrawal, Transfer and Refund Procedure</i></a> .	Compliance and Welfare Officer International	Some students may be granted late commencement or a leave of absence in accordance with the <a href="#"><i>International Students Deferrals and Leave of Absence Policy</i></a> .
5.	<b>Mid-semester</b> – Assess the course progress of students on the <i>International Student List</i> and identify students who are 'at risk' of not making satisfactory course progress requirements and may benefit from the activation of an 'early intervention' strategy and update their <i>Mid Semester Academic Progress</i> status.	Program Leaders	
6.	Activate an intervention strategy, where appropriate, for students identified as being at risk of not making satisfactory course progress requirements.	Program Leaders	Program Leaders are encouraged to closely monitor course progress and where possible, identify students 'at risk' of not making satisfactory progress for the study period.  Implementation of an early intervention strategy will be at the discretion of the Program Leaders.

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7.	<p><b>End of semester</b> – Assess the course progress of students on the International Student List, identify students who have failed to make satisfactory course progress requirements, and update their <i>End of Semester Academic Progress</i> status.</p>	Program Leaders	<p>The minimum satisfactory course progress requirements are defined within the <a href="#">International Students Definition of Satisfactory Course Progress, VET Procedure</a>.</p>
8.	<p>Where a student has been identified as not making satisfactory course progress for the study period, activate an intervention strategy through the following steps:</p> <p>Prepare a proposed Intervention Strategy using the <i>Intervention Strategy</i> template;</p> <p>Notify each student in writing that they have been identified as being at risk of not making satisfactory course progress and providing the proposed Intervention Strategy;</p> <p>Offer a time for the student to meet the Compliance and Welfare Officer to discuss the proposed Intervention Strategy and academic course progress requirements;</p> <p>Adjust the proposed Intervention Strategy as appropriate to ensure that there has been careful consideration to the individual student needs and course requirements;</p> <p>Record the agreed Intervention Strategy, update the relevant International Student List and notify the student and Program Leader informing them that the Intervention Strategy has been activated.</p>	Program Leaders, Compliance and Welfare Officer International	<p>The Intervention Strategy is to be completed by the Program Leader, with a copy to be provided to the Compliance and Welfare Officer International who will notify and meet with the student.</p> <p>Intervention strategies must be activated within the first four weeks of the following study period.</p>

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9.	Where the student has been identified as not making satisfactory course progress for the <b>second consecutive compulsory study period</b> , notify the student in writing of an intention to report to DHA for unsatisfactory course progress.	Compliance and Welfare Officer International	Notification to include details on how the student can access the complaints and appeals process and their right to appeal the decision within 20 working days.
10.	Where the student lodges an appeal, assess the case in accordance with the <a href="#"><i>International Student Academic Course Progress and Attendance Policy</i></a> and determine if the appeal is successful. The student will not be withdrawn or reported to DHA for unsatisfactory course progress.	Compliance and Welfare Officer International	
11.	After 20 days, if the student has not lodged an appeal that was successful, the student will be withdrawn from the institute due to student default, and reported to DHA via PRISMs in accordance with the <a href="#"><i>International Students Withdrawal, Transfer and Refund Policy</i></a> .	Compliance and Welfare Officer International	The relevant Program Leader will be notified of the withdrawal and reporting of student to DHA so that Program Leader may then proceed with the process to withdraw the student from their class enrolment.

### 4. Supporting Documents and Templates

[International Students Academic Course Progress and Attendance policy](#)

[International Students Deferrals and Leave of Absence Policy](#)

[International Student Withdrawal, Transfer and Refund Procedure](#)

[International Students Definition of Satisfactory Course Progress, VET Procedure](#)

[International Students Withdrawal, Transfer and Refund Policy](#)

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### 5. Procedure Control

<b>Approving authority</b>	<i>Vice President, International Development</i>
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