



# International Students

## Monitoring Course Progress Policy

<b>Source of Obligation</b>	<p>Standard 8.1 of the National Code requires the School to monitor international students’ course progress and, where applicable, attendance for each course in which the international student is enrolled.</p> <p>Standard 8.2 requires the expected duration of study to be specified in the international student’s confirmation of enrolment (CoE) and must not exceed the CRICOS registered duration.</p> <p>Standard 8.3 requires the School to monitor the progress of each international student to ensure that the international student is in a position to complete the course within the expected duration specified on the international student’s CoE.</p>
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Standard 8.4 requires the School to have and implement documented policies and processes to identify, notify and assist an international student at risk of not meeting course progress or attendance requirements where there is evidence from the international student's assessment tasks, participation in tuition activities or other indicators of course progress that the international student is at risk of not meeting those requirements.

Standard 8.5 requires the School to clearly outline and inform the international student before they commence the course of the requirements to achieve satisfactory course progress and, where applicable, attendance in each study period.

Standard 8.7 requires the School to have and implement a documented policy and process for monitoring and recording course progress for the international student, specifying:

- requirements for achieving satisfactory course progress for the course
- processes for recording and assessing course progress
- details of the School's intervention strategy to identify, notify and assist students at risk of not meeting course progress requirements in sufficient time for those students to achieve satisfactory course progress
- processes for determining the point at which the student has failed to meet satisfactory course progress.

Standard 8.13 requires that, where the School has assessed the international student as not meeting course progress requirements, the School must give the international student a written notice as soon as practicable which:

- notifies the international student that the School intends to report the international student for unsatisfactory course progress
- informs the international student of the reasons for the intention to report
- advises the international student of their right to access the School's complaints and appeals process, in accordance with Standard 10 (Complaints and appeals), within 20 working days.

Standard 8.14 requires the School to only report unsatisfactory course progress in PRISMS in accordance with section 19(2) of the ESOS Act if:

- the internal and external complaints processes have been completed and the decision or recommendation supports the registered provider; or
- the international student has chosen not to access the internal complaints and appeals process within the 20 working day period; or
- the international student has chosen not to access the external complaints and appeals process; or
- the international student withdraws from the internal or external appeals processes by notifying the School in writing.

Standard 8.16 requires that the School must not extend the duration of the international student's enrolment if the international student is unable to complete the course within the expected duration, unless:

- there are compassionate or compelling circumstances, as assessed by the School on the basis of demonstrable evidence; or
- the School has implemented, or is in the process of implementing, an intervention strategy for the international student because the international student is at risk of not meeting course progress requirements; or
- an approved deferral or suspension of the international student's enrolment has occurred under Standard 9 (Deferring, suspending or cancelling the overseas student's enrolment).

Standard 8.17 requires that, if the School extends the duration of the student's enrolment, the School must advise the student 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.

## Meriden School's Policy

It is the School's policy:

- to regularly monitor the course progress of our international students
- that, before an international student commences studying at the School, we clearly outline and inform the international student of the requirements to achieve

	<p>satisfactory course progress in each study period</p> <ul style="list-style-type: none"> <li>• to support our international students so that they meet satisfactory course progress requirements</li> <li>• to record and assess the course progress of our international students</li> <li>• to warn any international students at risk of not meeting satisfactory course progress requirements</li> <li>• to, in order for international students to meet satisfactory course requirements, assist international students at risk of not meeting satisfactory course progress</li> </ul> <p>This Policy is available on the School website and we also provide a summary of it to the international students (or parent/legal guardian if the international student is under 18) prior to enrolment by way of the International Student Manual.</p>
<b>Key Definition: Study Periods</b>	<p>Study periods are defined as:</p> <ul style="list-style-type: none"> <li>• Semester 1</li> <li>• Semester 2</li> </ul>
<b>Course Duration</b>	<p>An international student's CoE specifies the duration of their expected course of study. To ensure that the duration of an international student's course of study does not exceed the period specified on the CoE, the School monitors the international student's course progress in accordance with the processes set out in this Policy to ensure that they are able to</p>

	<p>complete the course within the expected duration.</p> <p>A change to the duration of an international student's course may require an update to their CoE and may impact their visa.</p>
<b>Course Progress Requirements</b>	<p>The international student must demonstrate satisfactory course progress in any study period.</p> <p>The School has adopted the following requirements for an international student to achieve satisfactory course progress for their course.</p> <p>Years K-6 (Junior School):</p> <ul style="list-style-type: none"> <li>the student is meeting the Stage Outcomes at the corresponding year level.</li> </ul> <p>Years 7-12 (Senior School):</p> <ul style="list-style-type: none"> <li>the student is meeting their Course Outcomes in each of their subjects and</li> <li>the student makes a genuine attempt at assessment tasks that contribute in excess of 50% of the available marks.</li> </ul>
<b>Monitoring Course Progress</b>	<p>The School monitors, records and assesses an international student's course progress using the requirements specified above.</p> <p>The Head of Teaching and Learning (Senior School) and Dean of Pastoral Care (Junior School) are responsible for monitoring course progress for each international student for each study period and for assessing the course</p>

progress of an international student at the end of each study period. International students who have begun part way through a study period will be assessed according to the School's course assessment requirements after completing one full study period.

We record and monitor course progress through:

- recording and reviewing results required for progression to the next year of study in the course
- writing and reviewing academic reports
- recording and reviewing assessment results
- reviewing class projects / work and home work
- provision of teacher observations and feedback
- other methods determined from time to time.

A record of the monitoring of course progress for each international student for each study period is noted and retained on the international student's file or eVe page.

The School keeps records in relation to international students' satisfactory course progress. These include:

- School Academic Reports
- Meeting notes
- Examination and test results
- Correspondence to parents/legal guardians

Records are stored online or in hard copy in student files/records.

The School considers an international student to be 'at risk' of not meeting their course progress requirements at the following points:

- Years K-6 (Junior School) - the student is failing to meeting any of the Stage Outcomes. This is decided in consultation with the Head of Junior School, Dean of Pastoral Care, Year Coordinator and Classroom Teacher.
- Years 7-12 (Senior School) - the student:
  - is failing to meet any of the Course Outcomes in any of their subjects. The Course Outcomes include Assessment Tasks and indicated work. This is decided in consultation with the Head of Teaching and Learning, Dean of Academic Care, Head of Department, as well as the EAL/D teacher and
  - is at risk of not completing assessment tasks that contribute in excess of 50% of the available marks.
  - has not submitted an assessment task, or has submitted a task after the due date without a Doctor's Certificate or equivalent.
  - is failing to meet these requirements despite appropriate intervention, teacher assistance and/or support from the International Students



	Coordinator (Senior School) or Dean of Academic Care.
<b>Intervention Strategies to be Implemented</b>	<p>An international student will be identified as needing an intervention strategy when the School's course progress requirements are at risk of not being met.</p> <p>The School checks course progress at the end of at least each study period. If, at the end of a study period, an international student has been assessed as being at risk of not meeting their course progress requirements the Head of Teaching and Learning (Senior School) and Dean of Pastoral Care (Junior School) will use intervention strategies which may include:</p> <ul style="list-style-type: none"> <li>• access to counselling services to help them to address issues which may be contributing to their progress</li> <li>• meeting with academic or pastoral care staff</li> <li>• additional supervised study periods or homework/study skills support</li> <li>• literacy and tutorial support</li> <li>• English language support</li> <li>• other strategies considered appropriate in consultation with the student and/or their parent/legal guardian.</li> </ul> <p>The School will monitor the international student to ensure that the international student completes all the elements of the intervention strategy.</p> <p>The international student's intervention strategy for course progress will be monitored over the</p>

	<p>following study period by the Head of Teaching and Learning (Senior School) and Dean of Pastoral Care (Junior School), and all records of the international student's response to the strategy will be kept on file. The Head of Teaching and Learning (Senior School) and Dean of Pastoral Care (Junior School) will communicate with parents/legal guardians via email and/or telephone to keep them informed of the international student's course progress while the international student is receiving formal intervention.</p>
<p><b>Unsatisfactory Course Progress: Student Has Not Met Requirements</b></p>	<p>The School will report an international student where they have failed to make satisfactory course progress.</p> <p>The School will notify the student and their parents/legal guardians in writing by a letter of Intention to Report for Unsatisfactory Course Progress letter of its intention to report the international student for breach of their visa, and that they have 20 working days in which to access the School's internal complaints and appeals process. For more information, refer to our <b>International Student Complaints Handling Policy</b>.</p> <p>The School will, prior to the commencement of the next study period and after determining that the international student has failed to meet satisfactory course progress requirements, issue a notification of intention to report to the international student prior to the commencement of the next study period.</p>

## Updating PRISMS

The School (by the Registrar or her delegate) will report via PRISMS any international student who has not met course progress requirements.

**Before** making such a report the School will have:

- implemented an intervention strategy
- notified the international student and their parents/legal guardians in writing of the School's intention to report them via the Notice of Intention to Report for Unsatisfactory Course Progress letter
- allowed the international student 20 working days to avail themselves of the School's complaints and appeals process. For more information, refer to our **International Student Complaints Handling Policy**.

Where:

- the School's internal complaints and appeals process and the external appeals process is completed, and results in a decision or recommendation that supports the School; or
- the international student has chosen not to access the School's complaints and appeals processes within the 20 working days; or
- the international student withdraws from the internal or external appeals process by notifying the School in writing via the Letter of Withdrawal of Complaint letter,

	the School must report the student via PRISMS for not achieving satisfactory course progress.
<b>Extension of Course Duration</b>	<p>The School will not extend the duration of the international student's enrolment if the international student is unable to complete the course within the expected course duration unless:</p> <ul style="list-style-type: none"> <li>• there are compassionate or compelling circumstances, as assessed by the Principal on the basis of demonstrable evidence; or</li> <li>• the School has implemented, or is in the process of implementing, an intervention strategy due to the international student being at risk of not meeting course progress requirements; or</li> <li>• an approved deferral or suspension has occurred as detailed in the School <b>Deferring, Suspending or Cancelling an International Student's Enrolment Policy</b>.</li> </ul>
<b>Compassionate and Compelling Circumstances</b>	<p>The School considers the following circumstances as compassionate and compelling circumstances:</p> <ul style="list-style-type: none"> <li>• medical illness or injury of the international student or international student's close relative which requires hospitalisation or impedes activities of daily living</li> <li>• a mental health condition of the student or a student's close relative that results in hospitalisation or functional impairment</li> <li>• death of a close relative</li> </ul>

	<ul style="list-style-type: none"> <li>• an adverse experience that has impacted on the international student which could include: <ul style="list-style-type: none"> <li>• being a witness to or victim of a serious accident</li> <li>• being a witness to or victim of a crime, natural disaster, or terrorism event</li> </ul> </li> <li>• a major political upheaval or natural disaster in the international student's home country which requires immediate emergency travel</li> <li>• inability to begin study in a program on the agreed starting date due to a delay in receiving the student's visa</li> <li>• other compassionate or compelling circumstances at the discretion of the School.</li> </ul>
<b>Suitable Evidence of Compassionate and Compelling Circumstances</b>	<p>In order for the School to grant the international student an extension of the School's course on the grounds of compassionate and compelling circumstances, the international student must provide the School with suitable evidence to prove those circumstances. This may include:</p> <ul style="list-style-type: none"> <li>• a medical certificate</li> <li>• a note from a medical doctor</li> <li>• death certificate (when possible)</li> <li>• other supporting correspondence e.g legal.</li> </ul>
<b>Permitted Extension of Course Duration</b>	<p>If the School extends the duration of the international student's enrolment, the School will advise the student to contact the Department of Home Affairs to seek advice on</p>

	any potential impacts on their international student visa, including the need to obtain a new visa.
<b>Record Keeping</b>	<p>The School maintains records in relation to activities and action taken under this Policy including:</p> <ul style="list-style-type: none"><li>• student contact and counselling records</li><li>• notices of intention to report</li><li>• complaints and appeals outcomes</li><li>• correspondence with parents/legal guardians</li><li>• other relevant records.</li></ul>

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