Edith Cowan University
POLICY

Policy Title: Enrolment Loads for International Students

Policy Owner: Senior Deputy Vice-Chancellor

**Keywords: ESOS Act Progression   International Students   Course   Enrolment
             Load**

Policy Code: PL042 [ac069]

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1.   INTENT

This policy establishes the framework within which the University can monitor and manage the satisfactory progression and completion of international students on Student Visas within the registered duration of their course in accordance with the Educational Services for Overseas Students Act (2000) [ESOS].

Specifically this policy addresses Part 4 of the ESOS Act, the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007 [the National Code 2007] the National Code of Practice for Providers of Education and Training Overseas Students 2017 and the following specific standards:

Standard 9 – Completion within the expected duration of study

Registered providers monitor the enrolment load of students to ensure they complete the course within the duration specified in their CoE and do not exceed the allowable portion of online or distance learning. Registered providers only enable students to extend the expected duration of study for the course through the issuing of a new COE in limited circumstances.

Standard 10 – Monitoring course progress

Registered providers systematically monitor students' course progress. Registered providers are proactive in notifying and counselling students who are at risk of failing to meet course progress requirements. Registered providers report students, under section 19 of the ESOS Act, who have breached the course progress requirements.

2.   ORGANISATIONAL SCOPE

This policy applies to all onshore international students studying on a Student Visa. This policy does not apply to domestic students and international students studying at offshore locations.

3. DEFINITIONS

TERM	DEFINITION
COE	Confirmation of Enrolment.
Course Load	A student enrolment in any teaching period measured in EFTSL.
IO	International Office
EFTSL	Equivalent Full-time Student Load.
Enrolment Load Report	A report generated from the student records system that is used to manage compliance with this policy.
ESOS	Educational Services for Overseas Students Act (2000).
Expected Duration	For the purposes of Standard 9, the expected duration of a course is the duration of the course as registered on The Australian Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS). The expected duration for overseas students should not differ from the expected duration for domestic students.
Intervention Strategy	A documented intervention strategy specifies the procedures for identifying and assisting students at risk of not meeting the satisfactory course progress requirements.
Online Units	Online units are those that can be completed without attendance on a campus and with no requirement for face-to- face contact between teacher and student.
Registered Duration	The duration of the course as registered on The Australian Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) (see also Expected Duration above).
SSC	The Student Services Centre.
Student	For the purpose of this policy, a student is defined as an "onshore international student studying on a Student Visa".
Teaching Period	The period of time within which a unit is undertaken and formally assessed and for which results are confirmed by a Board of Examiners.
The National Code	National Code of Practice for Providers of Education and Training Overseas Students 2017

4. POLICY CONTENT

4.1. Principles

4.1.1. Students will be issued with a COE that will allow completion of their course of study within the registered duration of that course and will take into account any approved advanced standing.

4.1.2. Students must be enrolled in a course load that will result in completion of their course before the expiration of their COE.

4.1.3. Students who are at risk of not completing within the time limits defined by their COE will be contacted by the University and provided with advice and where necessary, an intervention strategy that will enable satisfactory completion of their course within the approved duration.

4.1.4. Students who require the extension of their COE can only have this approved under the grounds listed in 4.3 below.

4.1.5. If a student does not complete within the registered duration of the course, the University may be restricted from issuing an extended COE to allow the student to complete their studies.

4.2. Minimum Enrolment Loads

4.2.1. Students must enrol in a course load that will enable completion in the registered duration of their course as specified on their COE unless otherwise approved. In most cases, this will be 0.5 EFTSL (60 credit points) in each of the semester 1 and 2 teaching periods.

4.2.2. A student may only enrol at less than this level under the following circumstances:
   a. compassionate or compelling circumstances as recorded on their student record;
   b. as part of a documented Intervention Strategy, which has been implemented where a student is at risk of not meeting satisfactory course progress requirements;
   c. the course the student is enrolled in has been approved and CRICOS registered with a registered duration that enables an enrolment of less than 0.5 EFTSL; or
   d. An opportunity exists within the course structure and available units to complete the course in the registered duration.

4.2.3. A students may enrol in online units at ECU under the following conditions:

   a. The student must be enrolled in at least one on-campus unit in each of the semester 1 and 2 teaching periods; and
   b. The total proportion of online units enrolled in during the student's course must not exceed 25% of the total credit points required for course completion.

4.3. Grounds for Extension of COE

4.3.1. Standard 9.2 of the National Code allows the registered provider to extend the COE on the following grounds:
   a. compassionate or compelling circumstances as defined below;
   b. the registered provider implementing its intervention strategy for students who were at risk of not meeting satisfactory course progress; or
   c. an approved deferment or suspension of study has been granted under Standard 13.

4.4. Compassionate or Compelling Circumstances

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4.4.1. Compassionate or compelling circumstances are conditions which are beyond the control of a student and which impact upon a student's course progress or well-being. Compassionate and Compelling circumstances include, but are not limited to the following:

    a.   serious illness or injury, where a medical certificate states that the student was unable to attend classes;

    b.   bereavement of close family members such as parents or grandparents;

    c.   major political upheaval or natural disaster in the home country requiring emergency travel when this has impacted on the student's studies;

    d.   a traumatic experience, which could include involvement in or witnessing of a serious accident;

    e.   witnessing or being the victim of a serious crime;

    f.   where ECU was unable to offer a pre-requisite unit;

    g.   inability to begin studying on the course commencement date due to delay in receiving a student visa;

    h.   if the student had failed occasional units throughout the course, but had not done so poorly as to be picked up by an intervention strategy for course progress; or

    i.   if a student's course progress or provider-approved study load prior to 1 July 2007 would lead to the student being unable to complete within the registered duration.

4.4.2. In considering grounds for extension of a COE, each case will be assessed on its individual merits.

4.5. Intervention Strategy

4.5.1. At ECU, an intervention strategy will be implemented, for any student identified as at risk of not meeting satisfactory course progress requirements. Application of an approved intervention strategy will enable the University to issue a student with an extension to their COE and approve a study load of less than 0.5EFTSL (60 credit points). An intervention strategy will be implemented according to the processes and procedures in Attachment 1 to this policy.

4.6. Monitoring International Student Enrolment Load

4.6.1. International student load will be monitored following the processes and procedures in Attachment 1 to this policy.

4.7. Appeals

4.7.1. A student who is dissatisfied with a decision made under this Policy may appeal in writing to the Director, Student Services Centre.

4.8. Roles and Responsibilities

4.8.1. The responsibilities of the various parties within the University with respect to this policy and compliance with the National Code are defined in this part.

AREA	ROLE AND RESPONSIBILITIES
IO	a. Processing applications and issuing a COE for newly commencing students that enable completion of the course within its registered duration taking into account approved advanced standing.
SSC	a. Developing, maintaining and monitoring of the International Student Enrolment Load Report from the student records system; b. Communicating requirements of the Policy via SIMO; c. Approving variations to student enrolment load; d. Issuing and assessing COE extensions; e. Documenting and coordinating relevant intervention strategies in consultation with Faculties and other relevant departments; f. Recording on the student's official record: approved load variations, intervention strategies and Compassionate and Compelling circumstances; and g. After the Board of Examiners in any teaching period, identifying those students who have not made satisfactory progress, and notifying the student.
Schools	a. Academic advice and learning support to students and ECU; b. Ensuring relevant Academic and Student Support staff are aware of requirements of the National Code with respect to any advice provided to students.

5. ACCOUNTABILITIES AND RESPONSIBILITIES

In relation to this policy, the following positions are responsible for the following

Policy Owner

The Policy Owner Senior Deputy Vice-Chancellor has overall responsibility for the content of this policy and its operation in ECU.

Contact Person

The Director, Student Services Centre and Academic Registrar is responsible for the maintenance of this policy.

Staff are required to comply with the content of this policy and to seek guidance in the event of uncertainty as to its application.

All members of the University community are expected to comply with University Policy.

6. RELATED DOCUMENTS:

6.1 Other documents which are relevant to the operation of this policy are as follows:

- *Educational Services for Overseas Students Act (2000)*
- *National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2017*

7. CONTACT INFORMATION

For queries relating to this document please contact:

Policy Owner	Senior Deputy Vice-Chancellor
All Enquiries Contact:	Director, Student Services Centre and Academic Registrar
Telephone:	08 6304 3888
Email address:	g.jackson@ecu.edu.au

8. APPROVAL HISTORY

Policy Approved by:	Vice-Chancellor
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PROCEDURAL GUIDELINES – ENROLMENT LOADS FOR INTERNATIONAL STUDENTS

1. Intervention Strategy

1.1 Application of an Intervention Strategy
- An intervention strategy may be applied at any time where a student is deemed at risk of not meeting satisfactory course progress requirements.
- An intervention strategy, must be applied if a student does not successfully achieve more than 50% of attempted credit points in any enrolled teaching period.
- Any intervention strategy must be documented on the relevant official student management system.

1.2 Nature of Intervention
This may include but is not limited to:
- A session with a Learning Advisor;
- Counselling or advice from other ECU student support services or relevant external support providers as required;
- A documented study plan, developed in consultation with relevant course or learning advisors, designed to assist satisfactory course completion; or
- Approved enrolment load variation designed to support the student in completing their course requirements.

2. Monitoring International Student Enrolment Load

2.1 Enrolment Load Report
International student load will be monitored by regularly running an International Student Enrolment Load report from the University student management system. This report contains the information that will be used to determine what action needs to be taken. The following information will be included in the report:
- Student identification number
- Student name
- Student email address
- Current Enrolled Load (EFTSL)
- ECU course code
- ECU course title
- Achieved credit points
- Advanced standing credit points
- Current Enrolled Load (EFTSL) in online units
- Achieved credit points in online units
- Course credit points
- COE code
- COE start date
- COE end date
- COE status
- Progression outcome
- Intervention comments
- Visa category

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2.2 Process for monitoring student enrolment load

In monitoring their enrolment load, an international student will be contacted in the following circumstances:

- current teaching period enrolment is less than 0.5 EFTSL (60 credit points) and it is not the final semester;
- the student is not currently enrolled in any on-campus units; or
- current enrolment in online units will result in greater than 25% of total course enrolment being online.

If a student is identified as being in any of the categories above, the student will be informed of their enrolment obligations via their ECU student email address.

2.3 Frequency of monitoring

Monitoring of international student enrolment load will be regularly carried out in sufficient time to allow students to adjust their enrolment load as necessary