

Policy Title: Enrolment Loads for International Students

Policy Owner: Senior Deputy Vice-Chancellor

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1. INTENT

This policy establishes a framework within which the University will monitor and manage the satisfactory progression and completion of international students within the Registered Duration of their course.

Specifically this policy addresses Part 4 of the [Educational Services for Overseas Students Act 2000](#) and the [National Code](#).

2. ORGANISATIONAL SCOPE

This policy applies to all onshore international Students with a CoE. This policy does not apply to domestic students and international students studying at offshore locations.

3. DEFINITIONS

TERM	DEFINITION
CoE	Confirmation of Enrolment.
EFTSL	Equivalent Full-time Student Load.
Intervention Strategy	A documented strategy specifying the procedures for identifying and assisting Students at risk of not meeting satisfactory course progression requirements.
National Code	The National Code of Practice for Providers of Education and Training Overseas Students 2018 .
Online Unit	A Unit that can be completed without attendance at a physical campus or location, 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).

Student Administration	The University's Student Administration directorate.
Student Life	The University's Student Life directorate.
Student	An onshore international student with a CoE.
Teaching Period	The period of time within which a Unit is scheduled to be undertaken and formally assessed.

4. POLICY CONTENT

4.1 Principles

- 4.1.1 Students will be issued with a CoE that allows them to complete their course of study within the Registered Duration of that course, taking into account any approved credit for recognition of prior learning.
- 4.1.2 Students must be enrolled in a course load that will result in the 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 an approved duration.
- 4.1.4 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. Students who require an extension of their CoE can only have this approved under the grounds listed in 4.3 below.

4.2 Minimum Enrolment Loads

- 4.2.1 Students must enrol in a course load that will enable them to complete their course within the Registered Duration 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 the required level in 4.2.1 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 Student may enrol in Online Units at the University 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, unless it is their final unit to complete their course and the unit is only available online; and
 - b. The total number of successfully completed Online Unit credit points must not exceed

one-third of the total credit points required for the competition of the Student's course.

4.3 Grounds for Extending a CoE

4.3.1 The University will consider extending a Student's COE on the following grounds:

- a. compassionate or compelling circumstances as defined in paragraph 4.4 below;
- b. where the University has implemented, or is in the process of implementing, an Intervention Strategy for a Student who is at risk of not meeting satisfactory course progress; or
- c. an approved deferment or suspension of study has been granted under Standard 9 of the National Code.

4.3.2 Student requests for an extension of their CoE will be assessed on a case by case basis and will be assessed on individual merit.

4.3.3 If the University extends a CoE, it will advise the Student to contact Immigration to seek advice on any potential visa impacts.

4.4 Compassionate or Compelling Circumstances

4.4.1 Compassionate or compelling circumstances are conditions that are beyond the Student's control and affect a Student's course progress or wellbeing. 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 or otherwise participate in course activities;
- 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; and
 - witnessing or being the victim of a serious crime;
- e. inability to begin studying on the course commencement date due to delay in receiving a visa;
- f. 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;
- g. where the University was unable to offer a prerequisite unit, or the Student has failed a prerequisite unit and therefore faces a shortage of relevant units for which they are eligible to enrol; or
- h. a critical event that affects a Student's ability to undertake or complete a course, such as incidents that may cause physical or psychological harm.

4.5 Intervention Strategy

4.5.1 At the University, 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 relating to the extension of a CoE or a reduced study load, may appeal in writing to the Director, Student Life.

4.7.2 The Director, Student Life will begin assessing an appeal within 10 working days of the Student lodging it, and will finalise the outcome as soon as practicable.

4.7.3 A Student will have an opportunity to present their case and be accompanied and assisted by a support person if necessary.

4.7.4 The Director, Student Life will provide the Student with a written statement of the appeal outcome, including reasons. If the Student’s appeal was unsuccessful, the Director, Student Life will within 10 working days of the completion of the appeals process, also advise the Student of their right to access any external complaints handling and appeals processes.

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
Student Administration	<ul style="list-style-type: none"> 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 credit of recognition of prior learning; b. Developing, maintaining and monitoring the International Student Enrolment Load Report from the student records system; c. Developing and maintaining rules in the student information system that prevent enrolment in Online Units at greater than one-third of required course credit points; d. After the Board of Examiners in any Teaching Period, identifying those Students who have not made satisfactory progress, and notifying the relevant Students.

Student Life	<ul style="list-style-type: none"> a. Communicating requirements of the Policy to Students; b. Monitoring Student enrolment loads in alignment with this policy and communicating with Students identified as not adhering to the policy; c. Approving variations to Student enrolment load; d. Issuing and assessing CoE extensions; e. Documenting and coordinating relevant intervention strategies in consultation with Schools and other relevant departments; and f. Recording on the Student's official record approved load variations, intervention strategies and compassionate and compelling circumstances.
Schools	<ul style="list-style-type: none"> a. Academic advice and learning support to Students and the University; and 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 the University.

Contact Person

The Director, Student Life 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 Providers of Education and Training to Overseas Students 2018](#)

7. CONTACT INFORMATION

For queries relating to this document please contact:

Policy Owner	Senior Deputy Vice-Chancellor
All Enquiries Contact:	Manager, Student Success
Telephone:	08 6304 2168
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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 University 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)
- University course code
- University course title
- Achieved credit points
- Credit for recognition of prior learning
- 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

2.2 Process for monitoring Student enrolment load

In monitoring their enrolment load, a 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 one-third 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 University student email address.

2.3 Frequency of monitoring

Monitoring of Student enrolment load will be regularly carried out in sufficient time to allow Students to adjust their enrolment load as necessary.