

## Overview

Standard 8 of the National Code 2018 sets out that registered providers must safeguard the integrity of Australia's migration laws by supporting overseas students to complete their course within the required duration and fulfil their visa requirements for course attendance and course progress. It sets flexible provisions to allow online learning while maintaining appropriate standards for overseas students to comply with student visa conditions.

## Procedures

### 1. At Risk Monitoring

1.1 Where an international student is identified by a Unit Coordinator or other appropriate staff member as not engaging with a unit, or is at risk of failing a unit, the Unit Coordinator or other relevant staff will refer the matter to International Services through Atrium

1.2 International Services will contact the student through the SRM informing them:

- 1.2.1 They are at risk of failing one or more units
- 1.2.2 They are required to meet with an International Services staff member
- 1.2.3 There is academic support and assistance available through the Academic Skills office
- 1.2.4 There is personal support available through UNE Counselling and Psychological Services

1.3 International Services Staff will assist to develop an academic improvement plan with the student

### 2. Enrolment Load Monitoring

2.1 During the first week of Trimester 1 and Trimester 2 lectures, International Services monitor the enrolment load of all currently enrolled international students:

- 2.1.1 All student enrolled in a study load of less than 24cp are identified
- 2.1.2 All students enrolled in less than 24cp are checked to see if there is in place:
  - 2.1.2.1 An approved Non-Standard Enrolment; or
  - 2.1.2.2 An Early Intervention Strategy

2.2 Students identified as under enrolled without the above in place contacted through the SRM and informed of the following:

- 2.2.1 They must complete their studies in the time given on their Confirmation of Enrolment
- 2.2.2 The last day to enroll
- 2.2.3 How to apply for a Non-Standard Enrolment
- 2.2.4 Consequences of not completing in the time specified on their CoE

### **3. Non-Standard Enrolments**

3.1 Where an international student requests to withdraw from one or more units, they must complete a Non-Standard Enrolment form, which must include:

- 3.1.1 How many units that wish to study for the trimester; and
- 3.1.2 The reason why they wish to study less than a full time load; and
- 3.1.3 A study plan showing how they will complete their studies on the time specified on their CoE, or documented compassionate and compelling circumstances.

3.2 This form is to be submitted to International Services for assessment and approval as per Standard 8 of the National Code (2018). Once the outcome has been determined the student will be notified of whether they are permitted to study less than a full-time load.

3.3 If the student is not satisfied with the outcome of their request they can appeal to the Manager, International Services as per Standard 10 of the National Code (2018).

### **4. Mode Monitoring**

4.1 During the first week of Trimester 1 and Trimester 2 lectures, International Services monitors the enrolment mode of all units studied by currently enrolled international students to ensure that:

- 4.1.1 Students do not exceed 1/3 of their total course online; and
- 4.1.2 Students are enrolled in at least one on-campus unit.

4.2 When calculating the total number of online units a student can complete, International Services must check if the student was ever granted Advanced Standing for their enrolled course

4.3 Where a student is identified as exceeding the allowable number of online units, or enrolling exclusively in units in a mandatory teaching period, International Services will contact them informing them:

- 4.3.1 They must nominate one or more units that can be amended to on-campus
- 4.3.2 The last day in which to change enrolment
- 4.3.3 That if they do not nominate one of more units, International Services will do so on their behalf

## Administration

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