



Information for Schools

Course Progress Management

Please include this in your handbook for international students

Registered providers systematically monitor international students' course progress

Policy

Students are required to comply with Department for Education and Child Development (DECD) policy on course progress. In addition, under student visa condition 8202 and National Code 2007 Standard 10, students are required to meet course progress requirements and maintain a satisfactory level of academic performance.

International Student Program (ISP) Managers are required to monitor, record and assess the course progress of students and identify any student at risk of not meeting the visa requirement. Under the National Code 2007, a student is deemed to be at risk if they have failed or deemed not yet competent in 50% or more of the units attempted in any study period.

Schools are required to have a documented intervention strategy and to implement this strategy for any student at risk. Schools may identify a student as being at risk at any time and implement their intervention strategies accordingly.

Schools will provide 2 warnings prior to a student being notified of International Education Services (IES) intention to report their unsatisfactory course progress to the Department of Immigration and Citizenship (DIAC). Agent/parents, IES and homestay family will be notified at each warning stage using the *Unsatisfactory Course Progress Notification* form.

Procedure

Schools are required to identify the intervention strategies available to a student and complete the following procedure.

Stage One: Warning 1 - Unsatisfactory course progress

(This should be initiated at the end of a study period)

- Counsel student on visa requirements and identify areas for improvement.
- Identify intervention strategies to be implemented.
- Complete and email/fax to agent/parents the *International Student Unsatisfactory Course Progress Notification* form together with Term / Semester report. Send hard copy to IES and homestay family.
- File a copy of *International Student Unsatisfactory Course Progress Notification* form and report in the student file.
- Monitor student progress.

Stage Two: Warning 2 - Failure to show and maintain improvement

(This could be initiated at any time after the first warning but would require supporting evidence)

- Repeat the above process.
- Identify all intervention strategies that have been implemented.

Stage Three: Intention to Report – Failure to meet course progress requirements

- Contact IES Manager Student Services to initiate the *Notice of Intention to Report* for unsatisfactory course progress.
- Issue the *Notice of Intention to Report* to the student with explanation of visa implications.
- Discuss options available to the student.
- Inform the student they have 20 working days in which to lodge a complaint or appeal in writing to the Director International Education with supporting evidence against the report being made. Students are permitted to continue with their studies pending the outcome of the appeal.
- Have the student sign the *Notice of Intention to Report* and forward the signed copy to Manager Student Services with the latest report. Email/fax signed copies to agent/parents and homestay family.

Should an appeal be successful a student would remain at 'Stage 2'.

Should no complaint or appeal be made, the student has the following options:

- Withdraw from the program and return home OR
- Withdraw from the program and seek enrolment with another provider via their agent / parents.

In either case students are required to provide confirmation in writing (from agent / parents) of their intentions to IES/school.

Students cannot continue to study at school. Accommodation arrangements will be negotiated.

During the 20 days complaint and appeal period, IES will determine whether to submit a report to DIAC for unsatisfactory course progress. If the student however, is able to consistently demonstrate improvement, IES in conjunction with the school may decide not to report the student.



Government of South Australia
Department for Education and
Child Development

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Authorised by Director International Education

International Education Services

Department for Education and Child Development
T/A South Australian Government Schools CRICOS Provider Number: 00018A

GPO Box 1152, Adelaide 5001
South Australia AUSTRALIA
Web: www.internationalstudents.sa.edu.au

Telephone: +61 8 8226 3402
Fax: +61 8 8226 3655
Email: decisisp@sa.gov.au