

ACADEMIC POLICY - INTERNATIONAL STUDENT

<p>1. Policy Statement</p>	<p>SAE Institute Pty Ltd trading as SAE recognises that there exist special requirements for international students and SAE must comply with these as part of State and Federal regulation.</p>
<p>2. Purpose</p>	<p>The international student policy outlines the provisions for international students that are enrolled or intending to enrol with SAE, and adheres to the Education Services for Overseas Students (ESOS) Act 2000, Education Services for Overseas Students (ESOS) Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007 (The National Code).</p>
<p>3. Scope</p>	<p>This policy applies in the context of SAE Institute Pty Ltd operations in Australia and its approved offshore delivery sites, and is applicable to international students enrolled with, or intending to enrol with SAE.</p> <p>Procedures for SAE campuses internationally may vary in compliance with statutory requirements in other countries of operation. International students registered with SAE Institute Pty Ltd who transfer their studies to a campus outside Australia, will have their registration with SAE in Australia terminated and are required to adhere to the guidelines, policies and procedures of the legal entity to whom they have transferred their registration. This policy is applicable to all international students or prospective international students of SAE, irrespective of their place of residence, campus or mode of study.</p>
<p>4. Associated Policies and Procedures</p>	<p>This policy should be read in conjunction with the following policies and procedures:</p> <ul style="list-style-type: none"> • International Student Procedure • Student Selection and Admission Policy • Credit RPL and Transfer Policy • Student Progression, Exclusion, Graduation and Transfer Policy • Student Grievance, Complaints and Appeals Policy • Student Discipline Rule • Code of Conduct
<p>5. Associated Documents</p>	<p>This policy should be read in conjunction with the following documentation:</p> <ul style="list-style-type: none"> • International Students Supplementary Handbook • Education Services for Overseas Students (ESOS) Act. 2000 • Education Services for Overseas Students (ESOS) Regulations 2001 • National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007 (The National Code)
<p>6. Policy</p>	<p>6.1 International Student Selection and Admissions</p> <p>Entry Requirements</p> <p>International students will need to provide certified/attested copies of their academic records and any official examination certificates as well as evidence of their English Language Proficiency which can be demonstrated by:</p> <ul style="list-style-type: none"> • An overall International English Language Testing System (IELTS) band score of 6.0 or higher for a higher education course and a band score of 5.5 or higher for a vocational education course (only the Academic Test is accepted); or • A Test of English as a Foreign Language (TOEFL) minimum score of 550 (paper based test) or 60 (internet based test) for a higher education course, and a minimum score of 527 (paper based test) or 46 (internet based test) for a vocational education course; or • An ISLPR (International Second Language Proficiency Rating) with an overall rating of 3); or • A Pearson Test of English (PTE) Academic score of 50 (or higher) for a higher education course, and an Academic score of 42 (or higher) for a vocational education course; or • Completion of Year 12 English at an Australian secondary school or college or equivalent with a minimum result of “Satisfactory” or equivalent.

ACADEMIC POLICY - INTERNATIONAL STUDENT

Categories for Entry

-Education Agents

SAE will take all reasonable measures to use education agents that have an appropriate knowledge and understanding of the Australian international education industry and will not use agents who we reasonably believe to be dishonest or lack integrity.

SAE will enter into a written agreement with each education agent that it engages to formally represent it. The agreement shall specify:

- The responsibilities of the education agent and the registered provider and the need to comply with the requirements in the National Code.
- The processes for monitoring the activities of the education agent including where corrective action is required.
- Termination conditions, including providing the termination in the circumstances where SAE have entered into an agreement with an education agent and subsequently become aware of, or reasonably suspect, the engagement by that education agent, or an employee or subcontractor of that agent, of the following misconduct:
 - Engaged in or to have previously been engaged in, dishonest practices, including the deliberate attempt to recruit a student where this clearly conflicts with the obligations of registered providers;
 - Facilitating the enrolment of a student who the education agent believes will not comply with the conditions of his or her student visa;
 - Using provider registration and International Student Management Systems (PRISMS) to create Confirmations of Enrolment for other than bona fide students;
 - Providing immigration advice where not authorised under the Migration Act 1958 to do so;
 - Where an individual employee or sub-contractor of the education agent was responsible for the conduct and the education agent has terminated the relationship with that individual or sub-contractor termination may not apply.

SAE shall take immediate corrective and preventative action when it becomes aware of an education agent being negligent, careless or incompetent or being engaged in false, misleading or unethical advertising and recruitment practices, including practices that could harm the integrity of Australian education and training. SAE will ensure that their education agents have access to up-to-date and accurate marketing information.

Direct Entry

International students may be admitted in accordance with Government policy and SAE policies and can apply directly to SAE for admission. International students will be admitted in compliance with the ESOS Act 2000 and its Regulations 2001. International students seeking admission to SAE must be at least 18 years of age.

International Student applications will be assessed prior to admission using the following selection criteria:

- School results (where applicable) and evidence of further study since leaving school;
- Recognition of prior learning, where exemptions requested; and
- References, reasons for applying and Life Goals.

SAE will ensure at all times that they comply with the requirements of the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students which have been developed under the ESOS Act 2000.

ACADEMIC POLICY - INTERNATIONAL STUDENT

6.2 International Students Seeking to Transfer From SAE to another Registered Provider

SAE will generally agree to a request from an international student to transfer to another registered provider prior to completing 6 months of their principal course; however in assessing such a request the following factors will be taken into account:

- The student requesting a transfer does not have a clear understanding of what the transfer represents to their study options;
- The student has not made an attempt to discuss the reasons for seeking a transfer with either their Campus Academic Coordinator or Student Services Advisor;
- The student has outstanding course fees;
- It is suspected that the student is seeking to transfer to another registered provider only to avoid being reported to DEEWR for failure to meet academic progress requirements.

Where it is assessed that one of the above factors applies, the student's request for a letter of release may be refused.

If none of the above factors apply, SAE will grant a letter of release only where the student has:

- Provided a letter from another registered provider confirming that a valid enrolment offer has been made, or
- If the student is under 18 (keeping in mind that currently SAE do not enrol international students under 18 years of age) SAE will need to have written confirmation that the student's parent or legal guardian supports the transfer and
- Where the student is not being cared for in Australia by a parent or suitable nominated relative, the valid enrolment offer also confirms that the registered provider will accept that responsibility for approving the student's accommodation, support and general welfare arrangements.

A letter of release will be issued to the student at no cost and will advise the student of the need to contact DIAC to seek advice on whether a new student visa is required.

In the circumstance that SAE does not grant a letter of release, the student will be provided with the reasons for refusing the request in writing and will be informed of their right to appeal the decision through SAE grievance handling procedures.

Students will be advised of the outcome of the assessment of their request within 5 working days of the request being submitted.

SAE will maintain records of all requests from students for a letter of release and the assessment of, and decision regarding, the request on the student's file.

6.3 International Students Seeking to Transfer to SAE from another Registered Provider

SAE will not recruit or knowingly enrol a student wishing to transfer from another registered provider prior to the student completing 6 months of their principal course of study except in the following circumstances:

- The original registered provider has ceased to be registered or the course in which the student is enrolled has ceased to be registered,
- The original registered provider has provided a written letter of release,
- The original registered provider has had a sanction imposed on its registration by the Australian Government or state or territory government that prevents the student from continuing his or her principal course,
- Any government sponsor of the student considers the change to be in the student's best interest and has provided written support for that change.

International students seeking to transfer to SAE must comply with SAE Selection and Admissions Policy and meet the course entry requirements.

ACADEMIC POLICY - INTERNATIONAL STUDENT

6.4 Course Progression and Exclusion for International Students

The National Code is designed to support the integrity of the Australian Government's migration laws by requiring international students to complete their course within its expected duration. International student visas include a condition that requires the student to progress through their course satisfactorily.

It is also a requirement that each international student's course progress is systematically monitored and where students are at risk of failing to meet course progress requirements, that they are counselled and offered additional support to complete their studies.

Where a student continues to breach the course progress requirements they are notified of the intention to terminate their enrolment and report them under section 19 of the ESOS Act and given an opportunity to appeal the decision.

In monitoring the full time load required of international students SAE will ensure that the student does not undertake more than 25% of the student's total course by distance and/or online learning. In addition SAE will not enrol an international student exclusively in distance or online learning units in any compulsory study period.

SAE will only extend the duration of the student's study where it is clear that the student will not complete the course within the expected duration, as specified on the CoE, as a result of:

- Compassionate or compelling circumstances;
- The implementation of SAE intervention strategy for students who were at risk of not meeting satisfactory course progress;
- An approved deferment or suspension of study has been granted under Standard 13 of the National Code.

International students are not required to be enrolled full time in their final semester where the student has been required to repeat units.

If an international student continues to fail to meet the course progress, enrolment, conduct or any other policy requirements, SAE may take action to exclude the student.

If SAE decide to exclude the student, the student will be advised in writing of the intent to exclude if they do not submit an appeal within 20 days.

If the student chooses to appeal this decision this will be processed according to the appeals procedure.

If the student does not choose to appeal this decision or if the appeal is denied the exclusion will be processed and they will be reported to the secretary of DEEWR through PRISMS. The student will be provided with a copy of the Section 20 notice generated by PRISMS.

Note: The student's enrolment will be maintained until all appeals processes have been exhausted.

6.5 International Students deemed "at risk"

SAE have systematic approaches for ensuring International student progression is routinely monitored and reviewed throughout a course of study. These processes include but are not limited to:

- Lecturers monitoring student performance during lectures and tutorials;
- Routine attendance audits;
- End of trimester examiners committees that review student grade outcomes and progression issues.

ACADEMIC POLICY - INTERNATIONAL STUDENT

Once identified, an International student deemed to be 'At Risk' will receive notification to attend a progression meeting with the Campus Academic Coordinator or nominee. The International student's individual needs will be assessed and a personalised study plan will be developed through consultation between the Campus Academic Coordinator or nominee and the student. The personalised study plan will outline an intervention strategy designed to support the International student with their progression.

The Student At Risk procedure outlines further details regarding the monitoring and recording of students at risk, as well as the support and intervention strategies that are made available to International students that have been identified as being at risk.

6.6 Academic Probation

International students, who fail to meet course progression requirements whilst being classed as an 'At Risk' student, may be placed on Academic Probation by the Campus Academic Coordinator.

International students will normally need to attend a meeting to discuss and evaluate their course progress. An International student will be informed in writing when they are placed on Academic Probation and the details of the academic probation will be recorded on the student's record to ensure all relevant staff can access this information.

An International student placed on Academic Probation must satisfactorily fulfil the conditions imposed on them to continue their enrolment with SAE.

While on Academic Probation, an International student is required to meet all conditions of the probation as outlined in the written notification, which may include but is not limited to:

- Maintaining satisfactory unit attendance;
- Attending regular scheduled meetings with an academic supervisor;
- Attending regular scheduled meetings with the Student Services Advisor (SSA);
- Successful completion of coursework.

The probationary period must be clearly stipulated in the written notification, but shall normally be no more than three consecutive trimesters of study. Where an International student satisfies all conditions of probation they will be advised in writing when the probation is revoked.

Where an International student fails to meet the conditions of their Academic Probation, they may be excluded from SAE.

Full details of support/intervention strategies available for International students on Academic Probation are outlined in the 'Students At Risk' procedure.

6.7 Credit Transfer and Recognition of Prior Learning for International Students

If an International student has been granted advance standing, SAE must ensure that a record of CT/RPL is signed by the student and placed on their file.

The format of study undertaken by international students who have been granted CT/RPL must meet the definition of full-time study as stipulated by the ESOS Act 2000 and associated Regulations.

In the event that CT/RPL has been granted prior to the applicant being granted a visa, the net course duration (i.e. the time the student will have to attend, taking into consideration the RPL) must be communicated in the eCoE issued by SAE.

In the event that CT/RPL is granted after a student has obtained a study visa, the change in course duration resulting from CT/RPL must be communicated to DIAC via the PRISMS web site. In such circumstances, the student should be advised, by SAE, of their obligations under Australian immigration law.

ACADEMIC POLICY - INTERNATIONAL STUDENT

	<p>Refer to the Credit Transfer and Recognition of Prior Learning Policy for further details regarding provisions for the award of academic credit and advance standing.</p> <p>6.8 Deferment and Voluntary Suspension of Studies for International Students</p> <p>If an international student does not meet the criteria for deferral of commencement of studies, then this must be communicated to DIAC under the non-commencement code. Additionally, in the event that an international student wishes to voluntarily suspend their studies DIAC will need to be alerted and changes to the current eCoE may be required.</p> <p>An international student may have their enrolment deferred or temporarily suspended on the grounds of:</p> <ul style="list-style-type: none"> • Compassionate or compelling circumstances, or • Misbehaviour by the student. <p>See the International Student Procedure for more detail regarding deferment and suspension of studies.</p>												
<p>7. Records</p>	<table border="0"> <tr> <td>13 July</td> <td>2007 policy implemented (Approved by Academic Board)</td> </tr> <tr> <td>9 September</td> <td>2009 policy update (Approved by Prof Z. Klich, chair Academic Board)</td> </tr> <tr> <td>22 February</td> <td>2011 policy update (Approved by Prof Z. Klich, CEO & Managing Director)</td> </tr> <tr> <td>28 February</td> <td>2011 policy update (Approved by Prof Z. Klich, CEO & Managing Director)</td> </tr> <tr> <td>24 February</td> <td>2012 policy update (Approved by Joseph Anthonysz, CEO & Managing Director)</td> </tr> <tr> <td>26 July</td> <td>2012 policy implemented (Approved by Academic Board)</td> </tr> </table> <p>Policy to be reviewed: 26 July 2014</p>	13 July	2007 policy implemented (Approved by Academic Board)	9 September	2009 policy update (Approved by Prof Z. Klich, chair Academic Board)	22 February	2011 policy update (Approved by Prof Z. Klich, CEO & Managing Director)	28 February	2011 policy update (Approved by Prof Z. Klich, CEO & Managing Director)	24 February	2012 policy update (Approved by Joseph Anthonysz, CEO & Managing Director)	26 July	2012 policy implemented (Approved by Academic Board)
13 July	2007 policy implemented (Approved by Academic Board)												
9 September	2009 policy update (Approved by Prof Z. Klich, chair Academic Board)												
22 February	2011 policy update (Approved by Prof Z. Klich, CEO & Managing Director)												
28 February	2011 policy update (Approved by Prof Z. Klich, CEO & Managing Director)												
24 February	2012 policy update (Approved by Joseph Anthonysz, CEO & Managing Director)												
26 July	2012 policy implemented (Approved by Academic Board)												

Approved By : Academic Board
 Date : 26th July 2012
 Document : 1_A_POL_006_InternationalStudent_120726