

POLICY TITLE: Monitoring, Notifying & Reporting International Students

Purpose

To ensure that Photography Studies College (Melbourne) complies with all current requirements in the Educational Services for Overseas Students Act 2000 (ESOS) regarding monitoring, notifying & reporting of international students.

Policy

All overseas students' course progress will be monitored via attendance and results and where necessary changes to a student's enrolment and breaches of visa conditions will be reported, according to ESOS requirements, to the relevant Commonwealth Government Department. The breach will be reported via the Provider Registration and International Students Management System (PRISMS), after having undertaken student support in accordance with the *Student Consultation and Support* policy and provided written notification to the student of the intention to report and completed any relevant appeals process.

Procedures

- Students are advised via orientation information and the student handbook at the beginning of their course of their obligation to inform Photography Studies College of any change in their ability to attend the course and of changes to their contact details (i.e. home address and telephone number).
- Students are advised of the minimum 80% Photography Studies College (Melbourne) attendance requirements.

Change to student's enrolment

- The Director Communications & Students confirms all enrolment details for each current student and advises the relevant Commonwealth Government department via PRISMS of any change to the student's enrolment using the Student Course Variation facility in PRISMS. This includes advising the following – student not commencing course, termination, suspended/deferring studies, course completed early, change to course duration, course cancelled (provider still operating), provider decision to cease student enrolment, student leaves provider, student unable to start course (course suspended), student notified cessation of studies.

Attendance requirements:

- Attendance of all students is recorded.
- The relevant teacher, or an appropriate designated staff member regularly assesses the attendance of students.
- The teachers monitor the attendance of students at each session and record every non-attendance. If a student is absent without notification the teacher will contact the student by phone to discuss the absence. Any concerns regarding a student's attendance not meeting the 80% requirements (if a student has missed 2 consecutive classes or in total 3 classes) are to be

discussed immediately with the Communication & Students Officer and if necessary referred to the Director Communication & Students.

- If a student is assessed as being 'at risk' the Communication & Students Officer will notify the student in writing of their attendance irregularity using the procedure as per the *Student Consultation and Support* policy. The action is to be recorded in the student file and notes recorded through the student management system (TEAMS).
- All non-attendance approved by Photography Studies College will be recorded in the class roll as N (for notified).
- If a student has been absent for more than 7 consecutive days or 2 consecutive classes in a particular unit or module, without providing a reason in writing to the college (including a current doctor's certificate for illness, or family bereavement requiring supporting documentation, or personal traumatic experience requiring attendance at the Photography Studies College (Melbourne) external counsellor for a minimum number of agreed sessions), the relevant teacher and the Communication & Students Officer will contact the student by phone. The Communication & Students Officer will send an 'at risk' letter and counsel the student about meeting the attendance requirement. If the student requires action of the Photography Studies College (Melbourne) intervention strategy then the appropriate course of intervention will be discussed with the student, and overseen by the Director Communication & Students. This action will be recorded in the class roll, student file and notes recorded through TEAMS.
- If a student continues to be absent for 14 consecutive days or 3 consecutive classes or their irregular non-attendance rises to more than 20% of the course hours at any time during the course, without providing a reason in writing to Photography Studies College (Melbourne) (this is to include a relevant doctor's certificate for illness or compelling family reasons or a personal crisis), the Communication & Students Officer in consultation with the Director Communication & Students Officer will notify the student of their attendance non-compliance and that their attendance falls below the 80% requirement and that this will result in the student being assessed as not achieving satisfactory attendance. A copy of this notice will be attached to the student's file and notes recorded through TEAMS.
- If the student is assessed as not achieving satisfactory attendance and cannot meet an overall 80% attendance, the student will be notified in writing by a 'Breach letter' sent by the Communication & Students Officer under guidance from the Director Communication & Students of Photography Studies College (Melbourne)'s intention to report the student to the relevant Commonwealth Government department via PRISMS for not achieving satisfactory attendance. This letter will inform the student that he or she is able to appeal this decision by accessing the Photography Studies College (Melbourne) grievance procedure under the *Grievance Handling Policy and Procedure Academic and non Academic* and that the student will have 20 working days to do so. A copy of this policy must be attached to the letter and copies attached to the student file and notes recorded through TEAMS. Students are also informed they can appeal to the Overseas Students Ombudsman about this action.
- Where the student chooses not to access this policy or withdraws from the process or the grievance process results in a decision supporting Photography Studies College (Melbourne), the Director Communication &

Students will notify the relevant Commonwealth Government department via PRISMS that the student's non compliance with student visa conditions – 19 (2) unsatisfactory attendance. The breach notice generated by PRISMS will be sent to the student. A copy of this notice will be attached to the student's file and notes recorded through TEAMS.

Academic Performance:

- Teachers will maintain current results for all assessment tasks for each student.
- Teachers will discuss either at informal meetings with the Course Director and/or at designated year level meetings, students who are considered to be at risk of poor academic performance or failure. An 'at risk' letter as per the Student Consultation and Support policy will be sent and strategies to facilitate improvement will be discussed at these meetings and implemented where necessary by the teacher. The teacher will report on the progress of these strategies to the Director Communication & Students and the Course Director.
- The Course Director will convene a meeting with the student and relevant teacher/s to discuss unsatisfactory progress and counsel the student accordingly. As needed the relevant support will be discussed and implemented and documented in the student's file and TEAMS.
- A student's course progress semester by semester will initially be assessed by the Administration & Assessment Officer when compiling all semester results. If a student has failed a subject or unit the Administration & Assessment Officer will advise the Communication & Students Officer and the student will be sent an unsatisfactory academic performance letter and informed that he/she is required to repeat that subject or unit at the applicable fee rate and achieve a competent grade in order to be eligible for the Advanced Diploma qualification or a pass grade in order to be eligible for the Bachelor of Photography qualification.
- If a student is deemed to have unsatisfactory course progress for a semester the unsatisfactory course progress will be ratified by a meeting of the Course Progress Committee. A letter is sent by the Communications & Students Officer informing the student that the college intends to report the student to the relevant Commonwealth Government department via PRISMS for not making satisfactory course progress. This letter informs the student that he or she is able to appeal this decision by accessing the complaints and appeals process under the *Grievance Handling Policy and Procedure for Academic and non Academic matters* and that the student will have 20 working days to do so. The student is informed in this letter that he/she may appeal if they believe one or more of the following has occurred:
 1. The College has not recorded or calculated the students marks/grades correctly
 2. There are compassionate or compelling reasons which have contributed to the unsatisfactory course progress
 3. The relevant support services were not implemented in accordance with the student being identified and notified of being "At Risk" of Unsatisfactory Academic Performance.

- A copy of the *Grievance Handling Policy and Procedure for Academic and non Academic matters* outlining the appeals process must be attached to the letter and copies attached to the student file and notes recorded through TEAMS.
- Where the student chooses not to access this policy or withdraws from the process or the grievance process results in a decision supporting Photography Studies College (Melbourne), the Director Communications & Students will notify the relevant Commonwealth Government department via PRISMS that the student is not achieving satisfactory academic progress. The breach notice generated by PRISMS will be sent to the student. A copy of this notice will be attached to the student's file and notes recorded through TEAMS.

Definitions

Nil

Related Documentation

Policies

Grievance Handling Policy and Procedure for Academic and non Academic matters
Student Consultation and Support

Procedures, Forms & Documents

International Student Handbook/s
PRISMS Course Variation Form (restricted access)
At risk letter
Breach letter

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Ms. Julie Moss - Managing Director

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