

Monitoring Workload of International Students Policy

1. PURPOSE

This policy relates to monitoring the workload of international students by JMC Academy to ensure students complete the course within the duration specified in their Confirmation of Enrolment (CoE) and do not exceed the allowable portion of online or distance learning. JMC Academy only enables students to extend the expected duration of study for the course through the issuing of a new CoE in limited circumstances

2. SCOPE

This policy applies to all international student operations of JMC Academy.

Students may study entirely online/distance subjects in a non-compulsory study period if they want to. However, JMC Academy will need to ensure students do not study more than a third of the total enrolment load by online or distance learning.

3. DEFINITIONS

Study Load – number of units attempted by student in any given study period

Study Period – trimester or semester

Compulsory Study period – a compulsory study period is one in which students are required to enrol as part of a normal course load. For example, if JMC Academy requires students to study in trimester/semester one and two, but allows students the option to take units over ‘summer’, trimester/semesters one and two would be considered compulsory and ‘summer’ would be considered non-compulsory

Academic Progression Categories

- Satisfactory Academic Progression
 - student who passes every unit in any given study period.
- Conditional Academic Progression (CAP)
 - student, who fails less than 50% of study load (EFTSL) in any study period and **none of the failed units** have been attempted and failed previously.
- Encumbered Academic Progression (EAP)
 - student, who fails 50% or more of a study load (EFTSL) in any study period for the first time or
 - student, who fails the same unit for the second time.
- Unsatisfactory Academic Progression (UAP)
 - student who fails 50% or more of a study load (EFTSL) in two consecutive study periods or
 - student, who fails the same unit for the third time.

Passing a unit means:

- total of all weighted assessment tasks marks for a unit is at least 50% or
- student has been awarded a Conceded Pass or
- student has been awarded RPL grade.

Failing a unit means:

- total of all their weighted assessment tasks marks for a unit is less than 50% or
- student has not been awarded a Conceded Pass or

- student has withdrawn/suspended their course after week 8 of any study period and unit resulted in academic fail or
- student has not submitted required assessment tasks before or on submission due date, has not applied for assessment extension and has not initiated a withdrawal or temporary course suspension process, or
- student has been penalised for academic misconduct, and when applied, the penalty means total marks for all their weighted assessment tasks for a unit is less than 50%.

Failing a pre-requisite unit:

- if a student fails a unit that is a pre-requisite for another unit, student cannot enrol in any of those other units until they have passed the pre-requisite unit.
- on those occasions where the final grade for a pre-requisite unit has not been finalised, the Head of Department will meet with the student to determine the best course of action.

For definitions not listed here please refer to *JMC Academy Glossary*.

4. POLICY

This policy is focussed on the requirements for international students to complete their studies within the requirements of their CoE and student visa.

- 4.01 Students' academic progress will be monitored to ensure that international students will be able to complete their course within the expected duration as specified on the student's CoE.
- 4.02 Unsatisfactory academic progress will be handled as described in the *Academic Progression and Support and Intervention Strategy Policies*.
- 4.03 Under Standard 8.16 of the National Code 2018 JMC Academy can only extend the duration of the overseas student's enrolment if the overseas student is unable to complete the course within the expected duration because:
 - there are compassionate or compelling circumstances, as assessed by JMC Academy on the basis of demonstrable evidence, or
 - JMC Academy has implemented, or is in the process of implementing, an intervention strategy for the overseas student because the overseas student is at risk of not meeting course progress requirements, or
 - an approved deferral or suspension of the overseas student's enrolment has occurred under Standard 9 (Deferring, suspending or cancelling the overseas student's enrolment).
- 4.04 An application to extend the duration of a student's enrolment must be discussed with the Head of Department /Director of International Services as appropriate.
- 4.05 Where JMC Academy approves the extension of the duration of study the reasons for the decision must be recorded on the student's file.
- 4.06 The decision must be correctly reported to the relevant Australian government department via PRISMS, and a new CoE specifying the new expected completion date issued.
- 4.07 If JMC Academy extends the duration of the student's enrolment, JMC Academy will advise the student to contact Immigration to seek advice on any potential impacts on their visa, including the need to obtain a new visa.
- 4.08 JMC Academy will not extend the duration of the course or issue a new eCoE where students fail to complete the full course within the specified duration because they:
 - a. fail to submit or undertake the necessary assessment requirements, but not for compassionate or compelling circumstances, or
 - b. fail to participate/undertake agreed intervention strategies, or
 - c. fail to participate in discussions or meetings called to discuss intervention strategies.

4.09 If JMC Academy does not approve an extension of the duration of study the student may appeal the decision within the complaints and appeals processes of JMC Academy.

4.1 COMPLIANCE EVIDENCE

For JMC Academy to demonstrate that it is complying with Standard 9, it may be required to produce some, or all, of the following as evidence:

- a documented policy and procedure for monitoring, recording and assessing course progress,
- a documented intervention strategy for students at risk of not making satisfactory course progress,
- evidence of assessing students' course progress at the end of each study period,
- documented evidence in students' files of the intervention measures implemented for them,
- evidence in a student's file of written notice informing the student that the provider intends to report them for not making satisfactory progress and advising them that they are able to access the provider's complaints and appeals process within twenty (20) working days,
- evidence of an appeal in accordance with Standard 8, if the student appeals, and
- evidence in the student's file of final reporting to DET via PRISMS.

5. COMPLAINTS and APPEALS

Students may access the Student Complaints and Appeals Policy and its associated procedures to appeal against any decisions made under this policy.

6. POSITIONS RESPONSIBLE FOR IMPLEMENTING POLICY

- Campus Managers
- Administration
- Campus Managers
- Director of International Services
- Chief Executive Officer

7. RELATED DOCUMENTS

- Support and Intervention Strategy Policy
- Support and Intervention Strategy Procedure
- Academic Progression Policy
- Diversity Equity and Inclusion Policy
- Assessment Management Procedure
- Awarding of Credit Points for Prior Learning Policy
- Student Complaints and Appeals Policy
- Student Complaints and Appeals Procedure
- Academic Integrity Policy
- JMC Academy Glossary

8. RELATED LEGISLATION

This Policy supports JMC Academy's compliance with the following legislation:

- Education Services for Overseas Students (ESOS) Act 2000 (Cth),
- National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018
 - ESOS National Code 2018, Part B, Standard 10
 - ESOS National Code 2018, Part D, Standard 9

9. POLICY REVIEW DATE

19th March, 2022

10. VERSION CONTROL TABLE

Title	<i>Monitoring Workload of International Students Policy</i>			
Maintained By	Education Team			
Approving Authority	Governing Council			
Approved Date	19/03/2019			
Version Number	Modified By	Modifications Made	Date Modified	Status
3.1	P. Gainey			
3.2	S. Stanford	Positions and responsibilities updated; new format. Comments made by the Director, International Service incorporated.	01/12/2017	Approved by the Academic Board on 22/03/2018 Superseded
3.3	G. Jedlinska	Reformatted, added related documents and related legislation sections, updated definitions and referenced to JMC Glossary	14/09/2018	Superseded
3.4	M. Hafda	Updated section 5, Complaints and Appeals	11/10/2018	Superseded
3.5	G. Jedlinska	Added that failing unit might be due to academic misconduct	19/03/2019	Current Approved by G. Markakis as a Health Check 19/03/2019