

## International Students

### Course Progress Policy

#### 1. Policy

Kennedy Baptist College is committed to assisting international students to achieve academic success, meet course progress requirements and complete their studies within the duration of their *Confirmation of Enrolment*.

#### 2. Purpose

The purpose of this Policy is to ensure compliance with the Department of Home Affairs student *Visa Condition 8202* and *Standard 8 – Overseas Student Visa Requirements* of the *National Code of Practice for Providers of Education and Training to Overseas Students 2018*.

#### 3. Scope

This Policy applies to staff, international students and parents/guardians for the duration of their enrolment at Kennedy Baptist College.

Staff should read this Policy in conjunction with the *Assessment Policy* available on CompliSpace.

Students and parents/guardians should read this Policy in conjunction with the *Assessment Policy* available on the College website:  
<https://www.kennedy.wa.edu.au/about/policies/>.

#### 4. Definition

**Compassionate or compelling circumstances** are generally those beyond the control of the international student and which have an impact upon the student's course progress or well-being. These could include, but are not limited to:

- Serious illness or injury, where a medical certificate states that the student was unable to attend classes;
- Bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided);
- Major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the student's studies; or
- A traumatic experience, which could include:
  - Involvement in, or witnessing of a serious accident; or

- Witnessing or being the victim of a serious crime, and this has impacted on the student. These cases should be supported by police or psychologists' reports.

## **5. Satisfactory Course Progress**

Students must maintain satisfactory course progress by achieving a C grade or higher in each course.

## **6. Assessing Course Progress**

Course progress is monitored according to each course's assessment requirements.

To ensure international students complete their course within the duration specified in their *Confirmation of Enrolment (CoE)* and achieve academic success, the College monitors each student's course progress.

Students who are at risk of failing to achieve satisfactory course progress are monitored and followed up by the College.

The Deputy Principal - Pastoral Care, in consultation with the Deputy Principal Curriculum and the Head of Year, is responsible for monitoring international student course progress.

## **7. Reporting Course Progress**

The College monitors each student's academic performance in accordance with the *College Assessment Policy*.

Ongoing course progress is provided via SEQTA Engage, the parent online portal, accessible from the College website: <https://www.kennedy.wa.edu.au/kennedy-community/parent-information/seqta/>.

The College reports student achievement and course progress at the end of Semester 1 and at the end of Semester 2. It is the parent/guardian's responsibility to regularly check student progress through SEQTA and emails.

Term 1 also offers Parent Teacher interviews to discuss student progress. (Semester 1 being Terms 1 & 2; Semester 2 being Terms 3 & 4).

## **8. Failing Satisfactory Course Progress**

Where an international student fails to meet satisfactory course progress, they risk breaching their student visa conditions, having their *Confirmation of Enrolment (CoE)* cancelled and their student visa revoked.

The College must report international students who do not meet course progress requirements to the Department of Home Affairs (DHA).

The College is proactive in notifying and counselling students who are at risk of failing to meet satisfactory course progress.

## 9. Intervention Strategies

If an international student is at risk of not achieving satisfactory course progress, the Deputy Principal - Pastoral Care will request an interview with the student and their parent/guardian to develop an intervention strategy for academic improvement.

In the **interview** the student will need to:

- Provide reasons for their poor course progress. Where the student provides documentary evidence that **compassionate or compelling circumstances** exist for their poor course progress, the College will keep copies of these documents in the student's file; and
- Negotiate a plan of action to achieve satisfactory course progress.

The plan of action will allow sufficient time for the student to improve their academic performance and achieve satisfactory course progress.

The plan will include strategies to assist the student in liaison with their parent/guardian and may include:

- Attending extra tuition and mentoring;
- Timetabling adjustments and/or change in course selection;
- Personal strategies to encourage the student to complete the course requirements;
- Study skills, reading, research and learning strategies support;
- Study groups;
- Counselling and continued monitoring of course progress; and/or
- Other intervention strategies as deemed necessary.

All meetings and strategies arranged are documented throughout.

The student will be reminded:

- Of the College's *Homework and Study and Assessment Policies*. (Available on the College website and in the *Kennedy Handbook*);
- That maintaining satisfactory course progress is a College and student visa requirement; and
- That failing to meet satisfactory course progress will require the College to report the student to the Department of Home Affairs (DHA) and the student's visa may be cancelled.

Determining whether a student is achieving satisfactory course progress or not is done on a case-by-case basis, using our professional judgement and discretion, in accordance with policies and procedures.

The Deputy Principal - Pastoral Care, in consultation with the Deputy Principal Curriculum and the Head of Year will discuss towards the end of each term (within the period specified in the action plan), whether there has been an improvement in the student's assessment tasks and grades and their participation in class activities.

Should the student not achieve satisfactory course progress, even though all strategies have been implemented to assist the student, including advising parents/guardians, the College is obligated to notify the DHA which may result in the cancellation of their student visa.

The College will continue to monitor and support the student in completing their course within the expected duration specified in their *Confirmation of Enrolment (CoE)*.

## **10. Notice of Intent to Report**

Where the College has determined that a student is not achieving satisfactory course progress despite implementing strategies for improvement, the Deputy Principal - Pastoral Care will request a meeting with the student and their parent/guardian.

The purpose of this meeting is to inform the student and their parent/guardian of the College's intention to report unsatisfactory course progress to the DHA:

- When a student and their parent/guardian failed to respond to interview requests or attend interview meetings;
- The student fails to meet the intervention strategies; or
- The student fails to achieve satisfactory course progress even though all steps have been taken to assist the student.

During this meeting, the Deputy Principal - Pastoral Care will present the *Notice of Intent to Report* to the student and their parent/guardian and inform the student of the reasons for the intention to report.

The written notice will be explained to the student and their parents/guardians to ensure they fully understand the implications of the report to be made to the DHA. The student will be required to sign the written notice in the presence of their parent/guardian and the Deputy Principal - Pastoral Care.

The student will be informed that they are able to access the College's Internal Complaints and Appeals Process and that they have 20 working days in which to do so. A copy of the signed notice will be handed to the student, a copy scanned and emailed to their parent/guardian and the original will be placed on the student's file.

The College will not report to the Department of Home Affairs (DHA) until the process is completed and the student has either lost their appeal or not accessed the Complaints and Appeals Process within 20 working days of being notified of the College's intention to report.

During the Complaints and Appeals Process and provided the student has not exhausted options available under the College *Discipline Policy* for inappropriate behaviour, the student's enrolment will continue without prejudice.

## 11. Reporting Breach of Visa Condition 8202

The Registrar reports to the Department of Education through PRISMS that the student is not achieving satisfactory course progress when:

- The Internal and External Complaints and Appeals Process have been completed and resulted in a decision supporting the College;
- The student has chosen not to access the Internal Complaints and Appeals Process within the 20-working day period;
- The student has chosen not to access the External Complaints and Appeals Process; or
- The student withdraws from the Internal or External Appeals Process by notifying the College in writing.

The student and their parent/guardian are notified in writing that:

- The student's *Confirmation of Enrolment (CoE)* has been cancelled;
- The student can no longer attend the College; and
- The student should seek advice from the DHA on the potential impact on their student visa.

Also refer to the *Deferment, Cancellation or Suspension of Study Policy*.

<b>Adopted By:</b>	Principal, Mr Mark Ashby <b>Date Adopted:</b> 09/09/2019	<b>Date Reviewed:</b> 31/08/2021 <b>Updated:</b> 09/06/2022
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