International Students - Monitoring Course Progression Procedure

Section 1 - Preamble

(1) Charles Darwin University (CDU) is required to monitor the compliance of international students on a student visa with their visa conditions relating to course attendance (where applicable), progress and completion according to the relevant sector of education. CDU must have processes to identify, notify and assist international students on student visas who are at risk of not meeting course progress or attendance requirements.

Section 2 - Purpose

(2) This document outlines CDU's procedures for monitoring course attendance, progress and completion; and for taking action to ensure course progress and attendance requirements are met.

Section 3 - Scope

(3) These procedures apply to all CDU staff and CDU international students on a student visa.

Section 4 - Procedure

(4) CDU Global is responsible for monitoring course attendance, where required, and course progress.

(5) CDU Global is responsible for identifying, notifying and offering support to students at risk of not meeting course attendance requirements, where required, and course progress requirements.

Monitoring Enrolment and Study Mode

(6) CDU Global will establish the enrolment status of each student at the beginning of each study period and before the relevant census date to confirm that each student is:

a. able to complete their course within the duration specified in their Confirmation of Enrolment (CoE); and
b. not exceeding the allowable proportion of online learning in their course overall (one-third); and is enrolled in at least one face to face unit in their current compulsory study period.

(7) If a student's enrolment status indicates that they are at risk of not completing their course within the duration specified on their CoE, then CDU Global will contact the student and:

a. advise the student that they are at risk of breaching their visa conditions; and
b. work with the student to rectify their enrolment to mitigate the risk of not completing their course in the specified duration.

(8) If a student's enrolment status indicates that they are at risk of exceeding the allowable proportion of online study,

then CDU Global will contact the student and:

a. advise the student that they are at risk of breaching their visa conditions; and
b. work with the student to rectify their enrolment to mitigate the risk of exceeding the allowable proportion of online study.

Monitoring Course Progression and Offering Support

(9) Course progression for higher education students is monitored in accordance with the Higher Education Students Academic Progression Procedure, which outlines the intervention CDU will make, including the support to be offered to the student, if course progression is unsatisfactory.

(10) Course progression for VET students is monitored in accordance with the International Students - VET Students Course Progression Procedures, which outlines the intervention CDU will make, including the support to be offered to the student, if course progression is unsatisfactory.

(11) Course progression for Foundation students is monitored in accordance with the International Students – Foundation Students Course Progression and Attendance Procedures, which outlines the requirements for achieving satisfactory attendance for the course, the intervention CDU will make, including the support to be offered to the student, if course progression and attendance is unsatisfactory.

Reporting

(12) CDU Global will report, through the Provider Registration and International Student Management System (PRISMS), students who do not meet course progress or, if applicable, attendance requirements.

(13) Where CDU Global assesses a student as not meeting course progress, of if applicable, attendance requirements, it will:

a. give the student written notice of its intention to report;
b. advise the overseas student of their right to access CDU's internal complaints and appeals process within 20 working days, as detailed in the Students - Administrative Complaints Procedures;
c. only report a breach once:
    i. the internal and external complaints processes have been completed and the breach has been upheld;
    ii. the student has chosen not to access the internal complaints and appeals process within the 20 working day period;
    iii. the student has chosen not to access the external complaints and appeals process; or
    iv. the student withdraws from the internal or external appeals process by notifying CDU Global in writing.

Extension of Enrolment

(14) A student's Confirmation of Enrolment (CoE) can only be extended where it is clear that:

a. the student has demonstrated and provided evidence of compassionate or compelling circumstances that are beyond their control;
b. CDU has implemented, or is in the process of implementing, an intervention strategy for the overseas student who is at risk of not meeting course progress requirements; or
c. an approved deferral or suspension of the overseas student's enrolment has occurred.

(15) If an extension of the CoE exceeds the remaining duration of the student's visa, then CDU Global will advise the student that they must apply for a new student visa to cover the period of the extension.

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Section 5 - Non-compliance

(16) Non-compliance with Governance Documents is considered a breach of the Code of Conduct - Staff and Code of Conduct - Students, as applicable, and is treated seriously by the University. Reports of concerns about non-compliance will be managed in accordance with the applicable disciplinary procedures.

(17) All staff members have an individual responsibility to raise any suspicion, allegation or report of fraud or corruption in accordance with the Fraud and Corruption Control Governance Framework, Fraud and Corruption Control Policy and Whistleblower Reporting (Improper Conduct) Procedure.

Status and Details

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Responsible Executive	Louise King Provost
Implementation Officer	Adam Lam Director CDU Global
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