International Student Studying on a Student Visa Policy

Section 1 - Purpose

(1) This policy outlines Melbourne Polytechnic's requirements to ensure compliance and adherence to the Education Services for Overseas Students (ESOS) Framework, that encompasses both the Education Services for Overseas Students Act 2000 (Cth) and the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (The National Code).

Section 2 - Scope

(2) This policy applies to all new and continuing international students at Melbourne Polytechnic who hold an Australian student visa and all Melbourne Polytechnic staff with responsibilities for international students.

Section 3 - Policy

Policy Statement

(3) Melbourne Polytechnic as a registered provider under the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) (CRICOS) is committed to ensuring and maintaining compliance with the National Code and ESOS Act.

Policy Principles

(4) This policy will adhere to the following principles:

a. Melbourne Polytechnic's Strategic Vision & Values
b. value diversity
c. the promotion of natural justice, and
d. offer equality of opportunity.

Marketing Information and Practices

(5) Melbourne Polytechnic will uphold the integrity and reputation of Australia's education industry by ensuring the marketing and promotions of its courses and education services are not false and/or misleading.

(6) Melbourne Polytechnic will ensure that it includes its CRICOS register name and registration number in all written and online materials.

Recruitment of International Students

(7) Melbourne Polytechnic will provide sufficient information to international students seeking to apply, or already have a student visa to study in Australia, plain English information to enable them to make informed decisions about

studying at Melbourne Polytechnic.

(8) Melbourne Polytechnic will ensure international students have sufficient English language proficiency, educational qualifications and/or work experience to be admitted into the course in which they are applying.

Provision of Written Enrolment Agreements

(9) Melbourne Polytechnic will authorise its enrolment of international students studying on a student visa through written agreements. These agreements will include information about course details, prerequisites and any applicable conditions on enrolment, fees, refund and cancellation policies and Melbourne Polytechnic's complaints and appeals process.

Engagement of Education Agents

(10) Melbourne Polytechnic will ensure that the education agents in which it engages for the recruitment of students will act ethically, honestly and in the best interests of students seeking to, or studying at Melbourne Polytechnic, to ensure the reputation of the Australian international education sector is not put at risk.

(11) Melbourne Polytechnic will appoint and monitor education agents in line with the International Students Appointment and Monitoring of Education Agents Procedure.

Access to Support Services

(12) Melbourne Polytechnic commits to provide support and assistance to international students studying on a student visa to enable them to achieve expected learning outcomes through orientation and induction programs and by facilitating access to learning support services consistent with the requirements of the course, mode of study and learning needs of the students, at no additional cost.

Consideration of Student Transfers

(13) Melbourne Polytechnic will not knowingly enrol or approve a transfer of an international student studying on a student visa wishing to transfer from another registered provider's course prior to the student completing six months of their principal course of study, except in certain circumstances as outlined in International Students Withdrawal Transfer and Refund Procedure.

Monitoring Visa Requirements

(14) Melbourne Polytechnic will monitor the visa requirements of international students studying on a student visa, including ensuring satisfactory course progress and attendance, and identify and offer support to those at risk of not meeting these requirements within the required course duration in accordance with the International Students Course Progress and Attendance Procedure.

Deferring, Suspending or Cancelling Enrolment

(15) Melbourne Polytechnic will manage the enrolment of overseas students and maintain up-to-date enrolment information in the Provider Registration and International Student Management System (PRISMS) database.

(16) The circumstances under which Melbourne Polytechnic may defer, suspend, or cancel an international student who is studying on a student visa is described in the International Students Deferral Suspension Cancellation of Enrolment Procedure.

Access to Complaints and Appeals Process

(17) Melbourne Polytechnic will ensure international students studying on a student visa will have a mechanism in

place that provides a professional, timely, inexpensive and document in process to ensure grievances, complaints and appeals can be heard and addressed as outlined in the Student Complaints and Appeals Policy.

Section 4 - Responsibility and Accountability

(18) International students are responsible for complying and maintaining with the conditions as set out in their student visa, and to advising Melbourne Polytechnic immediately of any changes to their personal circumstances that may affect their study in Australia.

(19) Staff within the International Office are responsible for the oversight of international student administrative operations to ensure academic success of all International students, providing adequate support and assistance to provide a positive student experience.

(20) The Vice President International Development, International Partnerships (International Office) is responsible for monitoring the implementation, outcomes and scheduled review of this policy.

Section 5 - Supporting Documents and Templates

(21) Related Melbourne Polytechnic policies and procedures:

a. Student Enrolment, Fees and Charges Policy
b. International Students Appointment and Monitoring of Education Agents Procedure
c. International Students Course Progress and Attendance Procedure
d. International Students Critical Incident Procedure
e. International Students Deferral Suspension Cancellation of Enrolment Procedure
f. International Students Withdrawal Transfer and Refund Procedure
g. Student Complaints and Appeals Policy
h. Student Discipline Policy
i. Student Support Policy

(22) Related Legislation and Regulations:

a. Education Services for Overseas Students (ESOS) Framework
b. Higher Education Standards Framework (Threshold Standards) 2021
c. National Code of Practice for Providers of Education and Training to Overseas Students 2018
d. Standards for Registered Training Organisations (RTOs) 2015
e. Tertiary Education Quality and Standards Agency Act 2011

Section 6 - Definitions

(23) For the purpose of this policy the following definitions apply:

a. CoE: means Confirmation of Enrolment issued by DHA.
b. DHA: means the Department of Home Affairs
c. International Student: refers to students studying at Melbourne Polytechnic who hold an Australian student visa and a valid CoE.
d. Prospective International Student: means a person who intends to become, or who has taken any steps towards

becoming an 'overseas student' or 'intending overseas student' as defined by the ESOS Act

e. PRISMS: means Provider Registration and International Student Management System, used for recording information about international students with the Australian Government.

Status and Details

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Effective Date	11th January 2023
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Approval Date	16th December 2022
Expiry Date	Not Applicable
Policy Owner	Cathy Frazer Executive Director People and Student Success
Policy Implementation Officer	Timothy Gilbert Vice President International Development
Author	Timothy Gilbert Vice President International Development
Enquiries Contact	Timothy Gilbert Vice President International Development