

Management of International Students Policy

Scope

This policy is applicable to Kaplan Higher Education Pty Ltd, trading as Murdoch Institute of Technology (“School”).

Purpose

The purpose of this policy is to provide a framework for managing international student matters that may arise during a student’s life cycle. Implementation of this policy is consistent with the obligations and standards of the:

- CRICOS registration requirements outlined in the Education Services for Overseas Students Act 2000 (the ESOS Act),
- National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (the National Code), and other relevant national legislation.

External reporting requirements

International students studying with the School must comply with the conditions of their student visas. The School will advise the Department of Home Affairs (HA) of any non-compliance with the conditions of an international student’s visa with regard to academic progress, attendance and/or failure to advise of change of address – via PRISMS. The School is also obliged to report to relevant Government Departments, where a student:

- did not commence their studies
- completes their program before the original expected completion date
- enrolls in another program within the School
- transfers to another institution
- defers their studies
- cancels their program enrolment
- is unable to study in a program because it has been cancelled or suspended.

Late arrival to course

The School will contact a new student who fails to arrive at their designated address, or fails to subject enrol or attend classes, during the first two weeks of any study period, directly or via an agent, to check on their welfare as well as to advise that continued absence may lead to termination of the student’s enrolment.

The student may be asked if they intend to defer their studies for the current study period. If so, the student will be advised to immediately notify the School in writing of their intention to defer their studies, indicating the intended date of their return to the course and their reason(s) for non-arrival on the expected date.

If the School does not hear from the student within five (5) working days of making contact with the student or their agent, their enrolment will be terminated prior to the relevant Census Date.

Student visa information

Below is a list of conditions generally included in international student visas. For specific information on the conditions of a student's visa, refer to the HA website at www.homeaffairs.gov.au or contact HA directly.

Attendance

Students must remain enrolled as a full-time student and attend at least 80% of their classes at the School if they are studying in ELICOS, MUPC or Foundation Studies courses. If the School attendance records fall below 80% then the School may be required to notify HA.

Academic Progress

Students within higher education courses must achieve satisfactory academic progress as outlined in the Progression Policy. Students who fail to achieve satisfactory results in their course may be reported to HA. Please refer to the Progression Policy for more information on maintaining satisfactory academic progress.

Providing home address details and notifying of change of address

Students must provide their home address to the School within 7 days of arriving in Australia and in the case of change of address. Notifications should be made to the School's administration staff of any change of address. Failure to notify the School of any changes could lead to a breach of visa requirements, and may result in the School reporting the student to HA.

Students under 18 years

Students who are under 18 that are not being cared for in Australia by a parent or nominated relative, must remain in accommodation approved by the School. If a student wishes to change their accommodation and welfare arrangements they will require written permission from the School in accordance with the School's Student Welfare and Accommodation (Under 18) policy.

Changing Education Provider

Students must stay with the School for the first six months of their principal course but may apply for a letter of release from the School (or the issuing institution) within the first six months where there are exceptional circumstances. Please refer to the Transfer to Another Provider Policy for further information.

Health Insurance

Students must maintain Overseas Student Health Cover (OSHC) for the entire duration of their stay in Australia. Please see the School's Student Services staff for further information.

Permission to work

Students with visas granted on or after 26 April 2008 will receive permission to work with their visa grant. As a result, most student visa holders will no longer need to apply separately in Australia for permission to work. People granted visas before 26 April 2008 can apply separately for permission to work. To find out more go to <https://www.homeaffairs.gov.au/trav/stud/more/work-conditions-for-student-visa-holders>.

Students are **not allowed** to work until they have started their course of study. Students **cannot** work more than 40 hours per fortnight* when their course is in session (other than work which is formally embedded in their course of study). Voluntary, unpaid work, is not included in the limit of 40 hours per fortnight if it:

- is of benefit to the community
- is for a non-profit organisation
- is genuinely voluntary (that is, the student is not paid either in cash or other—board and lodging is acceptable).

If the voluntary work could have been undertaken by an Australian resident who would have received a wage, then this is included in the 40 hours.

No work limits apply during recognised periods of vacation.

The School recommends that students only work up to 8 hours per week because of the demands of full-time study.

Students who work can find further information on their employment rights and conditions available from the Australian Government's Fair Work Ombudsman website available at <https://www.fairwork.gov.au/how-we-will-help/templates-and-guides/fact-sheets/rights-and-obligations/international-students>.

*A fortnight means any period of 14 days commencing on a Monday and ending at the end of the second following Sunday.

Applying for a new visa or extending your visa

Each student visa has an expiry date. Where a student changes courses they may need to apply for a new visa – HA or the student's agent will be able to advise the student as to whether they need apply for a new student visa.

Related policies

This policy should be read in conjunction with the following related School policies:

- Progression
- Attendance
- Critical Incident
- Student Welfare and Accommodation (Under 18)
- Transfer to Another Provider

Version Control and accountable officers

It is the joint responsibility of the Implementation Officer and Responsible Officer to ensure compliance with this policy.

Policy Category	Academic			
Responsible Officer	Vice President, Academic			
Implementation Officer	College Director			
Review Date	December 2020			
Approved by				
VP, Academic on behalf of the Academic Board				
Version	Authored by	Brief Description of the changes	Date Approved	Effective Date
1.0	Quality & Standards Group	Unpacking of one document into existing document	01.01.2014	01.01.2014
1.1	Quality & Standards Group	Updating of criteria for care-giver/guardian under Accommodation. Format and wording changes to align across all businesses	15.06.2015	15.06.2015
1.2	Academic Quality and Governance Team	<ul style="list-style-type: none"> Information regarding student employment rights added to policy as per standard 6 of National Code. Including clarification as to 40 hour work limits. Policy revised for currency and language amended for increased coherency. Implementation Officer introduced. 	05.12.2017	20.12.2017
1.3	Academic Quality and Governance Team	Department of Border Protection and Immigration updated to the Department of Home Affairs.	07.03.2018	09.03.2018
1.4	Quality, Regulations and Standards Team	On page 2 under "Attendance" updated as follows: "...at least 80% of their classes at the School if they are studying in ELICOS, MUPC or Foundation Studies courses."	01.02.2019	05.02.2019