

Academic Policy	
International Student	
1. Policy Statement	SAE Institute Pty Ltd trading as SAE Creative Media Institute (SAE) recognises that there exist special requirements for international students and SAE must comply with these as part of Federal regulation.
2. Purpose	The international student policy outlines the provisions for international students that are enrolled or intending to enrol with SAE, and adheres to the Education Services for Overseas Students (ESOS) Act 2000, Education Services for Overseas Students (ESOS) Regulations 2001 and the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (The National Code).
3. Scope	This policy applies in the context of SAE Creative Media Institute's operations within Australia, and is applicable to international students enrolled with, or intending to enrol with SAE in Australia.. This policy does not apply to approved offshore delivery sites, Procedures for SAE campuses internationally may vary in compliance with statutory requirements in other countries of operation. International students registered with SAE who transfer their studies to a campus outside Australia, will have their registration with SAE in Australia terminated and are required to adhere to the guidelines, policies and procedures of the legal entity to whom they have transferred their registration. This policy is applicable to all international students or prospective international students of SAE, who are studying within Australia.
4. Associated Policies and Procedures	This policy should be read in conjunction with the following policies and procedures: <ul style="list-style-type: none"> ▪ International Student Procedure; ▪ International Students under 18 policy; ▪ International - Student Transfer Within First 6 months Policy and Procedure; ▪ Student Selection and Admission and Transfer Policy; ▪ Academic Credit and Recognition of Prior Learning Policy; ▪ Student Progression, Exclusion, Graduation and Transfer Policy; ▪ Student Grievance, Complaints and Appeals Policy; ▪ Student Discipline Rule; ▪ Code of Conduct.
5. Associated Documents	This policy should be read in conjunction with the following documentation: <ul style="list-style-type: none"> ▪ Education Services for Overseas Students (ESOS) Act 2000; ▪ Education Services for Overseas Students (ESOS) Regulations 2001; ▪ National Code of Practice for Providers of Education and Training to Overseas Students 2018.
6. Policy	<p>1. International Student Selection and Admissions</p> <p><u>Entry Requirements</u></p> <p>International Students will need to provide certified/attested copies of their required supporting documentation as defined by the 3 Assessment Level applying to their country of origin, a completed Genuine Temporary Entrant (GTE) checklist, a financial declaration, academic records and any official examination certificates, a full trimesters fees (refunded if application proves to be unsuccessful), as well as evidence of their English Language Proficiency.</p> <p><u>Categories for Entry</u></p> <p><u>Education Agents</u></p> <p>SAE will take all reasonable measures to use education agents that have an appropriate knowledge and understanding of the Australian international education industry and will not use agents who we reasonably believe to be dishonest or lack integrity.</p>

SAE will enter into a written agreement with each education agent that it engages to formally represent it. The agreement shall specify:

- The responsibilities of the SAE, including that SAE is responsible at all times for compliance with the ESOS Act 2000 and the National Code 2018;
- SAE’s requirements of the agent in representing SAE as outlined in Standard 4.3 of the National Code 2018;
- SAE’s processes for monitoring the activities of the education agent in representing SAE, and ensuring the education agent is giving students accurate and up-to-date information on the SAE’s services;
- the corrective action that may be taken by SAE if the education agent does not comply with its obligations under the written agreement including providing for corrective action outlined in Standard 4.4 of the National Code 2018;
- SAE’s grounds for termination of the written agreement with the education agent, including providing for termination in the circumstances outlined in Standard 4.5 of the National Code 2018;
- the circumstances under which information about the education agent may be disclosed by the registered provider and the Commonwealth or state or territory agencies.

SAE shall take immediate corrective and preventive action when it becomes aware of an education agent breaching standards 4.2 - 4.6 of the National Code 2018 including but not limited to being negligent, careless or incompetent or being engaged in false, misleading or unethical advertising and recruitment practices, and other practices that could harm the integrity of Australian education and training. SAE will ensure that their education agents have access to up-to-date and accurate marketing information.

Direct Entry

International students may be admitted in accordance with Government policy and SAE policies and can apply directly to SAE for admission. International students will be admitted in compliance with the ESOS Act 2000 and its Regulations 2001.

International Student applications will be assessed prior to admission using the following selection criteria:

- School results (where applicable) and evidence of further study since leaving school;
- Recognition of prior learning, where exemptions requested; and
- References, reasons for applying and Life Goals.

SAE will ensure at all times that it complies with the requirements of the National Code which has been developed under the ESOS Act 2000.

Direct Entry in conjunction with a partner organization

International students may be admitted in accordance with Government policy and SAE policies and can apply to SAE for admission as well as to a partner college to study English or a bridging program prior to commencement of study at SAE. International students will be admitted in compliance with the ESOS Act 2000 and its Regulations 2001.

International Student applications will be assessed prior to admission using the following selection criteria:

- Assessment level (AL) criteria in place for higher education;
- GTE checks completed in line with AL criteria;
- School results (where applicable) and evidence of further study since leaving school;
- Recognition of prior learning, where exemptions requested; and
- References, reasons for applying and Life Goals.

With special approval an international student studying a course prior to commencement with SAE, may be granted permission to pay a \$1000 non-refundable deposit to secure their place at SAE. The balance of the full trimester fee is payable four weeks prior to trimester commencement.

2. Course Progression and Exclusion for International Students

The National Code is designed to support the integrity of the Australian Government's migration laws by requiring international students to complete their course within its expected duration. International student visas include a condition that requires the student to progress through their course satisfactorily.

It is also a requirement that each international student's course progress is systematically monitored and where students are at risk of failing to meet course progress requirements, that they are counselled and offered additional support to complete their studies.

Where an international student continues to breach the course progress requirements, the student will be provided with written reasons for the intention terminate their enrolment and report them under section 19 of the ESOS Act 2000. International Students will also be given an opportunity to appeal the decision.

In monitoring the full time load required of international students, SAE will ensure that students do not undertake more than one third of the student's total course by distance and/or online learning. In addition SAE will not enrol an international student exclusively in distance or online learning units in any compulsory study period.

SAE will take all reasonable steps within the legislative guidelines of the ESOS Act 2000 and the National Code 2018 to support International Students who may be affected by:

- Unforeseen expenses or other circumstances that may hinder the student's learning; and
- Inability to access the resources and community offered by the education institution, or inability to access opportunities for engaging with other International Students while leaning.

SAE will only extend the duration of the student's study where it is clear that the student will not complete the course within the expected duration, as specified on the CoE, as a result of:

- Compassionate or compelling circumstances;
- The implementation of SAE intervention strategy for students who were at risk of not meeting satisfactory course progress;
- An approved deferment or suspension of study has been granted under Standard 9 of the National Code 2018.

International students are not required to be enrolled full time in their final semester where the student has been required to repeat units.

If an international student continues to fail to meet the course progress, enrolment, conduct or any other policy requirements, SAE may take action to exclude the student.

If SAE decide to exclude the student, the student will be advised in writing of the intent to exclude if they do not submit an appeal within 20 days.

SAE will report unsatisfactory course progress or unsatisfactory course attendance in PRISMS in accordance with Section 19(2) of the ESOS Act 2000 if the:

- Internal and external complaints processes have been exhausted and the decision or recommendation supports the registered provider; or
- International Student has explicitly decided to not access the external complaints and appeals process, or has not responded within a stated period of time; or
- International Student withdraws from the internal or external appeals processes by notifying SAE in writing.

The suspension or cancellation of the International Student's enrolment under Standard 9.3 cannot take effect until the internal appeals process is completed, unless the International Student's health or wellbeing, or the wellbeing of others, is likely to be at risk.

If the student chooses to appeal this decision this will be processed in accordance with the Student Grievance, Complaints and Appeals Policy and Procedure.

If the student does not choose to appeal this decision or if the appeal is denied the exclusion will be processed and they will be reported to the secretary of Department of Education and Training through PRISMS. The student will be provided with a copy of the cancelled Confirmation of Enrolment (CoE). **Note:** The student's enrolment will be maintained during the appeals process.

3. International Students deemed "at risk"

SAE have systematic approaches for ensuring International student progression is routinely monitored and reviewed throughout a course of study. These processes include but are not limited to:

- Lecturers monitoring student performance during lectures and tutorials;
- Routine attendance audits;
- End of trimester examiners committees that review student grade outcomes and progression issues.

Once identified, an International student deemed to be 'At Risk' will receive notification to attend a progression meeting with the Academic Coordinator or nominee. The International student's individual needs will be assessed and a personalised study plan will be developed through consultation between the Campus Academic Coordinator or nominee and the student. The personalised study plan will outline an intervention strategy designed to support the International student with their progression.

The Student At Risk procedure outlines further details regarding the monitoring and recording of students at risk, as well as the support and intervention strategies that are made available to International students that have been identified as being at risk.

4. Academic Probation

International students, who fail to meet course progression requirements whilst being classed as an 'At Risk' student, may be placed on Academic Probation by the Academic Coordinator.

International students will normally need to attend a meeting to discuss and evaluate their course progress. An International student will be informed in writing when they are placed on Academic Probation and the details of the academic probation will be recorded on the student's record to ensure all relevant staff can access this information.

An International student placed on Academic Probation must satisfactorily fulfil the conditions imposed on them to continue their enrolment with SAE.

While on Academic Probation, an International student is required to meet all conditions of the probation as outlined in the written notification, which may include but is not limited to:

- Maintaining satisfactory unit attendance;
- Attending regular scheduled meetings with an academic supervisor;
- Attending regular scheduled meetings with the Student Services Adviser (SSA);

- Successful completion of coursework.

The probationary period must be clearly stipulated in the written notification, but shall normally be no more than one trimester of study. Where an International student satisfies all conditions of probation they will be advised in writing when the probation is revoked.

Where an International student fails to meet the conditions of their Academic Probation, they may be excluded from SAE.

Full details of support/intervention strategies available for International students on Academic Probation are outlined in the 'Students At Risk' procedure.

5. Credit Transfer and Recognition of Prior Learning for International Students

If an International student has been granted advance standing, SAE must ensure that a record of CT/RPL is signed by the student and placed on their file. SAE must inform the student in writing of the CT decision and the decision will have currency for two years (from the date of issuance to the student). The student can access the appeals process if they are in disagreement with the decision of CT/RPL

The format of study undertaken by international students who have been granted CT/RPL must meet the definition of full-time study as stipulated by the ESOS Act 2000 and associated Regulations.

In the event that CT/RPL has been granted prior to the applicant being granted a visa, the net course duration (i.e. the time the student will have to attend, taking into consideration the RPL) must be communicated in the eCoE issued by SAE.

In the event that CT/RPL is granted after a student has obtained a study visa, the change in course duration resulting from CT/RPL must be communicated to the Department of Home Affairs via the PRISMS web site. In such circumstances, the student should be advised, by SAE, of their obligations under Australian immigration law.

Refer to the Credit Transfer and Recognition of Prior Learning Policy for further details regarding provisions for the award of academic credit and advance standing.

6. Deferral and Voluntary Suspension of Studies for International Students

If an international student does not meet the criteria for deferral of commencement of studies, then this must be communicated to HA under the non-commencement code. Additionally, in the event that an international student wishes to voluntarily suspend their studies the Department of Home Affairs will need to be alerted and changes to the current eCoE may be required.

An international student may have their enrolment deferred or temporarily suspended on the grounds of:

- Compassionate or compelling circumstances,
- Misbehaviour by the student;
- A breach of course progress in accordance with Standard 8 of the National Code 2018.

When there is any deferral, suspension or cancellation action taken under Section 9 of the National Code, SAE will advise the international student to obtain advice from the Department of Home Affairs on the potential impact to their student visa.

7. International Student under the age of 18

Please refer to the International Students under the age of 18 Policy. This policy applies in the context of SAE Institute Pty Ltd operations within Australia, and is applicable to international students under the age of 18 enrolled with, or intending to enrol with SAE Australia.

Procedures for SAE campuses internationally may vary in compliance with statutory requirements in other countries of operation. International students registered with SAE Institute Pty Ltd who transfer their studies to a campus outside Australia, will have their registration with SAE in Australia terminated.

International students under the age of 18 studying on a student visa are required to obtain approval to show that appropriate arrangements have been made for their accommodation, support and general welfare during their stay in Australia until they turn 18.

SAE is required to confirm to the Department of Home Affairs that appropriate arrangements are in place by completing a declaration called the Confirmation of Appropriate Accommodation and Welfare (CAAW), using the pro forma letter available through PRISMS. This is then submitted by the student as part of the visa application.

SAE will approve the welfare of students who are enrolled in courses offered by SAE, as covered by the period of the Confirmation of enrolment (CoE) plus 7 days, using the Department of Home Affairs proforma letter available through PRISMS.

Administrative Information and Version Control

Date	Summary of Changes	Approved by
13 July 2007	Policy implemented	Academic Board)
9 September 2009	Policy update	Prof Z. Klich, chair Academic Board
22 February 2011	Policy update	Prof Z. Klich, CEO & Managing Director
28 February 2011	Policy update	Prof Z. Klich, CEO & Managing Director
24 February 2012	Policy update	Joseph Anthonysz, CEO & Managing Director)
26 July 2012	Policy implemented	Academic Board)
12 September 2014	Policy update	Joseph Anthonysz, CEO & Managing Director
29/07/2016	Policy Amended	Joseph Anthonysz Managing Director
1 December 2017	Reviewed Policy	Compliance Manager
5 January 2018	Minor administrative update	Compliance Manager
7 December 2018	Section 6.2 to include further details on NC9.3, and footer updated	Academic Board
28 February 2019	Overall policy review, including updates to section 5.6, 6.2 and 6.6.	Academic Board