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1 **Objective**

The objective of the *International Student Enrolment Policy* is to ensure that the University of Tasmania (the University) takes all appropriate measures to ensure that international students who are studying at the University on a student visa complete their study in accordance with the terms, conditions and timeframes of their Confirmation of Enrolment (CoE) and their student visa.

2 **Scope**

This *Policy* applies to all students studying at the University on a student visa except for Higher Degree by Research students.

3 **Policy Provisions**

It is considered that the most effective study regime is to be fully enrolled where possible, with studying completed on a regular basis. Studying over an extended timeframe, involving lower enrolment, may allow external matters to impact on timely course completion.

This *Policy* seeks to support the objectives of student visa requirements of completion with the period covered by the CoE and legislative compliance through ensuring efficient, regular study with high rates of completion.

3.1 **Commencing Students**

All *International* Students studying on a student visa must enrol and remain fully enrolled in their first semester of study at the University (including all pre-requisites), unless:

1. The student has been granted credit for first year units and is unable to enrol in further units because no suitable units are available or prerequisite study has not been completed, or

2. The Faculty/Institute the student is enrolled in receives advice from an International Student Advisor or a Faculty Officer that recommends the student undertakes less than a full load.

3.2 **Continuing Students**

For each main semester, all International Students studying on a student visa will enrol and remain fully enrolled in their second and subsequent semesters of study at the University throughout their course of study. The following are exceptions to a full load of units in any year of study:

1. The student has been granted credit of more than one unit and is unable to enrol in further units because no suitable units are available or prerequisite study has not been completed.; or

2. The Faculty/Institute the student is enrolled in receives advice from an International Student Advisor or a Faculty Officer that recommends the student undertakes less than a full load of units, or
3. The student is subject to an enrolment restriction or intervention strategy by the Faculty/Institute as part of an Academic Performance Review and the student being other than on “good standing”, or

4. The student has less than a full load of units remaining to complete the requirements and graduate from that course, or

5. The student is enrolling in another semester, in addition to main semesters, in any year of their course to complete a catch up or overload of units, or

6. The availability of units scheduled and delivered by the University results in less than a full load enrolment, or

7. The student’s enrolment is impacted by cross-institutional enrolment at another university, while the student remains fully enrolled at the University of Tasmania, or

8. A student with less than a full load remaining to complete their course, choses to spread their enrolment over more than one semester, while ensuring completion within the duration of the CoE, providing they do not intend to complete 50% or more of their remaining units in the last semester before their CoE expires and a Faculty Officer has approved the enrolment plans. (e.g. a student may have 4 units remaining to complete their degree and choose to study 3 in semester 1 and 1 in semester 2, and still complete within the duration of the CoE).

4 Special Circumstances

International Students should contact an International Student Advisor if they believe they have special circumstances for not remaining fully enrolled. Special circumstances may include medical, family, personal or course related reasons that are outside of an individual’s control. Students are required to demonstrate how these circumstances affect their ability to comply with this Policy with supporting documentation.

Students wishing to appeal decisions made under this Policy may do so through the provisions of Part 2 of Ordinance 8 – Student Complaints.

5 Responsibilities

International Students studying on a student visa are required to comply with:

1. Visa conditions as determined by the Australian Government Department of Immigration and Border Protection (DIBP), and

2. Rights and responsibilities as determined by the Education Services for Overseas Students (ESOS) Act, and

3. Relevant policies and procedures of the University of Tasmania.
International Student Enrolment Policy

International Students on a student visa will be expected to comply with this Policy and compliance will be monitored. If found that a student has deliberately under-enrolled contrary to the University’s advice and/or this Policy, a comment will be added to their student record and any request for extension of their current CoE may be refused.

Operational responsibilities of respective parties for enrolment of International Students are as follows:

<table>
<thead>
<tr>
<th>Executive Director, Student Operations</th>
<th>• Responsible for overseeing processes to ensure that International Students studying on a student visa comply with their responsibilities.</th>
</tr>
</thead>
</table>
| Head of Fees and Compliance           | • Responsible for managing the Compliance team and ensuring that effective processes are in place to ensure that International Students studying on a student visa comply with their conditions, including, but not limited to:  
  o Monitoring enrolment of commencing and continuing International Students before and at the start of semesters, prior to census date,  
  o Monitoring withdrawal from units reducing enrolments of International Students,  
  o Communicating with International Students the consequences of remaining less than fully enrolled,  
  o Liaising with International and Faculty/Institute Officers, Unit Coordinators and other faculty staff to enable International Students to remain fully enrolled, and  
  o Taking all steps necessary to ensure that each International Student completes their course of study in accordance with the terms and conditions of their CoE.  
• Putting all reasonable steps in place to ensure that International Students are aware of this Policy (eg orientation).  
• Regular review of students at risk of not completing their study in accordance with the terms of their CoE. |
| Head of International Admissions      | • Putting all reasonable steps in place to ensure that International Students are aware of this Policy, including detailing this Policy in University offer letters to International Students. |
| Faculty/Institute Officers and Student Services staff | • Working with the Head of Fees and Compliance and the Compliance Team to identify students who are non-compliant with the policy, taking all steps necessary to ensure that each International Student completes their course of study in accordance with the terms and conditions of their CoE. |
| Other support staff                  | • Working with the Head of Fees, the Compliance Team and other Faculty/Institute staff and taking all steps necessary to ensure that each International Student completes their course of study in accordance with the terms and conditions of their CoE. |
6 Definitions and Acronyms

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Definition</th>
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<tbody>
<tr>
<td>CoE</td>
<td>Confirmation of Enrolment</td>
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<tr>
<td>Commencing Student</td>
<td>A student studying in their first semester</td>
</tr>
<tr>
<td>Continuing Student</td>
<td>A student studying in their second or subsequent semester</td>
</tr>
<tr>
<td>ESOS</td>
<td>Education Services for Overseas Students Act 2000</td>
</tr>
<tr>
<td>FFPOS</td>
<td>Full Fee Paying Overseas Student</td>
</tr>
<tr>
<td>Full enrolment (Fully enrolled)</td>
<td>A full load of study less any unit enrolments approved as an exception in accordance with this Policy.</td>
</tr>
<tr>
<td>Load</td>
<td>Weighting of units a student is enrolled in with 100 credit points being a “full load” for one year of study.</td>
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<tr>
<td>Main semester</td>
<td>Means a main or compulsory study period such as semester one or semester two (or a third semester in the case of trimesters).</td>
</tr>
<tr>
<td>Pre-requisite</td>
<td>A unit that is defined as a pre-requisite unit for a course in the Course Guide.</td>
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<td>Good standing</td>
<td>The student is making satisfactory course progress and their enrolment has no conditions or restrictions.</td>
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<tr>
<td>Enrolment Restriction</td>
<td>Where the Faculty have identified a reduced enrolment for a semester which will support the student.</td>
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<tr>
<td>Intervention Strategy</td>
<td>A formal support plan for the student’s continued enrolment at the University which is subject to the conditions outlined in this plan. This status will normally be applied after a period of Supported (advice) and the student’s academic performance has not improved to the required level.</td>
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<tr>
<td>Academic Performance Review</td>
<td>A formal process which identifies students who are failing part, or all, of their course.</td>
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7 Versioning

| Current Version | Version 1 – *International Student Enrolment Policy*; approved August 2018 |