



UNIVERSITY of
TASMANIA

International Student Enrolment Policy

Responsible Officer	Chief Operating Officer
Approved by	Vice-Chancellor
Approved and commenced	March 2019
Review by	March 2022
Relevant Legislation, Ordinance, Rule and/or Governance Level Principle	<i>Education Services for Overseas Students Act 2000</i> Governance Level Principle No. 2 – Risk Management Ordinance 8 – Student Complaints Rule 6 – Admission, Assessment and Student Progress Rule
Responsible Organisational Unit	Student Operations

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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 international students 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

This policy supports the objectives of student visa requirements regarding completion within 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 organisational unit the student is enrolled in receives advice from an International Student Advisor or Course Information 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 organisational unit the student is enrolled in receives advice from an International Student Advisor or Course Information 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 organisational unit as part of an Academic Performance Review and the student's academic status has a listing other than "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 chooses 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 Course Information Officer has approved the enrolment plans (eg 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 outside an individual's control. Students are required to demonstrate with supporting documentation how these circumstances affect their ability to comply with this policy.

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

5 Meeting Visa Conditions

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

- 1 Visa conditions as determined by the Department of Home Affairs, 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 students must ensure they comply with their visa requirements. Student visa holders:

- 1 Must complete their degree before the CoE expires
- 2 Cannot work for more than 40 hours (paid or voluntary) in any given two-week period, and cannot start working before starting their course
- 3 Must update their address in eStudent within seven days of arriving and within seven days of moving
- 4 Cannot take more than 33% of your degree by distance (off-campus)
- 5 Must be enrolled in face to face on-campus units in each compulsory semester.

- 6 Must satisfy the requirements of course enrolment, course level, course progress and course attendance.

After any internal appeal period, a failure to comply with visa conditions may result in the suspension or cancellation of a student's CoE by the University, on the grounds of, but not limited to:

- 1 misbehavior by the student
- 2 failure to pay an amount as stated in the written agreement
- 3 a breach of course progress or attendance requirements by the student.

International Students on a student visa are 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.

6 Definitions and Acronyms

CoE	Confirmation of Enrolment
Commencing Student	A student studying in their first semester
Continuing Student	A student studying in their second or subsequent semester
ESOS	Education Services for Overseas Students Act 2000
FFPOS	Full Fee Paying Overseas Student
Full enrolment (Fully enrolled)	A full load of study less any unit enrolments approved as an exception in accordance with this <i>Policy</i> .
Load	Weighting of units a student is enrolled in with 100 credit points being a "full load" for one year of study.
Main semester	A main or compulsory study period such as semester one or semester two (or a third semester in the case of trimesterisation).
Pre-requisite	A unit defined as a pre-requisite unit for a course in the Course Guide.
Good standing	The student is making satisfactory course progress and their enrolment has no conditions or restrictions.
Enrolment Restriction	Where the organisational unit has identified a reduced enrolment for a semester which will support the student.

Intervention Strategy A formal support plan for the student’s continued enrolment at the University subject to 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.

Academic Performance Review A formal process which identifies students failing part or all their course.

7 Versioning

Current Version	Version 2 – <i>International Student Enrolment Policy</i> ; approved March, 2019
Previous Versions	Version 1 – <i>International Student Enrolment Policy</i> ; approved, August 2018