

Part-time International Students Policy and Procedure HEPP83

PURPOSE	
The purpose of this policy is to inform international students on subclass visa 500 and subclass visa 485 of the requirement to study a full-time study load.	
SCOPE	
This policy applies to all students who obtain a CoE.	
DEFINITIONS	
CoE	Confirmation of Enrolment
Subclass visa 485	Temporary Graduate visa – Subclass 485
Subclass visa 500	Student visa – Subclass 500
POLICY	
1. An international student is required to maintain a full-time study load in a CRICOS-approved course and complete the course within the provided CoE. 2. The CoE time frame is based upon a full-time study load and identifies the start date and end date of the course of study. 3. A full-time study load consists of 4 units per semester for standard coursework programs. For non-standard programs (e.g., research-based or intensive delivery), a full-time study load is defined as per the course's CRICOS-registered structure. 4. An international student on a subclass visa 500 or subclass visa 485 will need to complete a course of study within the allocated CoE timeframe. 5. An international student may reduce their study load based on compassionate or compelling circumstances with approval from the Academic Director. 6. Compassionate and compelling circumstances are defined as situations that occur outside a student's control that affect the student's ability to study. Acceptable evidence(s) for such circumstances consist of the following: 6.1 Illness or injury: 6.1.1 A medical certificate from a registered health practitioner who is treating the student's condition that includes the dates of consultation, the medical condition, impact of the condition on the student's ability to study, recommendation for a reduced study load or break from study, and treatment plan. 6.2 Death, illness or injury of a close family member: 6.2.1 Death certificate; 6.2.2 Evidence of the illness from a doctor or hospital; 6.2.3 Evidence of your relationship to them (birth certificate, passport, family record book). 6.3 Permanent or temporary disability: 6.3.1 Letter from the doctor stating what the disability concern is and its effect on the ability to study. 6.4 Incident or issue causing distress to the student (political unrest, natural disaster, serious accident, witnessing or being the victim of a serious crime or incident: 6.4.1 Media reports of political unrest or natural disaster; 6.4.2 Evidence of the student's residency in the affected area; 6.4.3 Police report; 6.4.4 Letter from a psychologist that includes the dates of consultation, the medical condition, impact of the condition on the student's ability to study, recommendation for a reduced study load or break from study and treatment plan. 6.5 SCEI-HE is unable to offer a full-time study load: 6.5.1 Confirmation of Enrolment Letter. 6.6 Other circumstances: 6.6.1 Any relevant certified documentation indicating the situation is outside the student's control, affecting their ability to study. The institute may exercise discretion in accepting uncertified documents in exceptional cases. 7. Situations that are not considered compassionate or compelling circumstances:	

- 7.1 Work commitments;
- 7.2 Travelling overseas;
- 7.3 Minor medical illness or condition;
- 7.4 Financial hardships.

PROCEDURE

1. The student is required to provide evidence to support their request to study part-time and demonstrate they are impacted by compassionate or compelling circumstances.
2. The student is required to complete the Request to Reduce Study Load Form HEFOR31, attach the required evidence and send the documentation to the Student Support Officer for processing. The policy and form are available on the SCEI-HE website, student portal, or as hard copies from the Student Support Office.
3. It is the student's responsibility to have a valid CoE throughout the duration of their selected course of study.
4. Requests will be processed within 10 working days unless additional evidence is required.
5. Approved part-time study requests will be reported via PRISMS as required by the National Code 2018, and the institute will monitor the student's progress to ensure compliance with visa conditions and course completion within the CoE duration.
6. Students approved for part-time study will be offered academic and/or welfare support, such as meetings with a student advisor, to ensure successful progression.
7. If a part-time study request is denied, the student may appeal the decision by submitting a written appeal to the Academic Director within 10 working days. A response will be provided within 10 working days of receiving the appeal.

RELATED DOCUMENTS

Request to Reduce Study Load Form HEFOR31

LEGISLATIVE CONTEXT

Education Services for Overseas Students Act 2000
Higher Education Standards Framework (Threshold Standards) 2021
National Code of Practice for Providers of Education and Training to Overseas Students 2018
Tertiary Education Quality and Standards Agency Act 2011

RESPONSIBILITIES

Academic Director

- Compliance with this policy and procedure in the proposal, development and approval of new courses.

Academic Board

- Approve new courses and changes to existing courses and units; and
- Ensure quality assurance of all courses.

DOCUMENT AND RECORD CONTROL

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