

International Online or Distance Learning* Policy

Policy Information

Policy Name:*	International Online or Distance Learning*
Policy Number:	662
Current Version:	03 – 09/11/2009
Next Revision Date:	30/06/2010
Purpose:	This policy is a guide to ensure the procedures in place for monitoring international students' online delivery components are compliant with the National Code 2007 requirements and that international students are not exceeding the maximum of 25% online delivery.
Scope:	This policy covers all international students studying at SBIT on a student visa.
Exceptions:	Nil
Policy Owner:	Director, Market and Business Development
Policy Author:	International Policy and Process Officer, International Sales, Nikky Stijakovic
Related policies and legislation:	<ul style="list-style-type: none"> ▪ Education Services for Overseas Students (ESOS) Act 2000 http://www.aei.gov.au/AEI/ESOS/default.htm ▪ Migration Act 1958 http://www.austlii.edu.au/au/legis/cth/consol_act/ma1958118/ ▪ National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007 – Standard 9 – Completion within the expected duration of study http://aei.gov.au/AEI/ESOS/NationalCodeExplanatoryGuide/PartD/Standard_9.htm ▪ SBIT Policy No. 663 – International Expected Duration of Study ▪ SBIT Policy No. 618 – International Student Academic Progression Monitoring and Intervention
Internal procedures guided by this policy:	SBIT Procedure No. 6018 – International Student Academic Progression Monitoring and Intervention

Revision History

Revision Date:	Status: (Draft/Final)	Summary of Changes	Prepared/Approved By:	Revision #:
09/10/2008	Final	Initial document	International Policy and Process Officer	01
03/11/2008	Final	Inserted another bullet point under section 2.0	International Policy and Process Officer	02
09/11/2009	Final	Changed the policy author and points under 2.0 that relates to the staff responsibility for monitoring this policy	International Policy and Process Officer	03

Glossary of Terms/Definitions

Terms	Definitions
Compulsory study period	A study period/semester in which students are required to enrol as part of a normal course load. (It does not include optional 'summer semesters')
CRICOS	Commonwealth Register of Institutions and Courses for Overseas Students
DEEWR	Department of Education, Employment and Workplace Relations; previously known as DEST
Distance Learning	Distance learning is study in which the teacher and overseas student are separated in time or space throughout the duration of the unit of study. Distance learning differs from online learning in that the study may be undertaken through written correspondence and exchange of hard copy materials.
Online learning	Online learning is study in which the teacher and overseas student communicate mainly through electronic technologies for the unit. SBIT defines "mainly through electronic technologies" as: <ul style="list-style-type: none"> • Unfacilitated courses which are conducted online with no more than electronic online Helpdesk or tutor support • Facilitated online courses where all facilitation is done electronically (e.g. discussion boards, chat, blogs, wikis, videoconferencing, virtual conferencing)
PRISMS	Provider Registration and International Students Management System The management information system used by DEEWR and DIAC to record international student program enrolment details.
SBIT	Southbank Institute of Technology

Distribution

- Director, Product Innovation
- Faculty Directors
- Heads of Schools
- Faculty Registrars
- All Faculty Education Staff
- All Faculty Administration Staff
- All International Sales Staff
- All International Administration Staff
- All Student Administration Staff

Policy

1.0 General Information

During a compulsory study period/semester, onshore International students will be eligible to undertake distance or online components only where the number of units does not exceed more than 25% of the total course and students enroll in at least one 'face-to-face' unit on campus in any given semester.

If a student is in the last study period of a program, with only one subject to complete the program, the student must **not** study this unit online or by distance education in Australia unless the period in which the student will complete the course is a non-compulsory study period.

If a student has only one unit to complete in a compulsory study period, and the unit is available by distance or online, the student may ask the provider to cancel the CoE (thus no longer requiring a student visa) and return to his or her home country to study the final unit of the program by distance or online study.

If, as a result of online study during a non-compulsory period, a student completes his or her program **before** the expiry date of the CoE, SBIT will notify DEEWR via PRISMS.

2.0 Monitoring to ensure policy compliance

- Each unit of competency is to be individually assessed as to whether its delivery mode is predominantly online/distance/face-to-face.
- Each respective faculty will maintain a record of all of their CRICOS registered programs
- Faculty administration will ascertain from teaching staff (or other potential sources of information noted below) any competencies that are delivered "mainly through electronic technologies" as defined above.
- Teaching staff or Head of School will then match these online competencies against programs to ascertain if any potentially exceed the 25% limit.
- Faculty administration and Teaching Staff will then check the enrolments of any students that may be "at risk" of non-compliance with the 25% limit will be examined to ensure that students are still enrolled in at least one face-to-face unit during the semester.
- As for the International Student Academic Progression Monitoring and Intervention Procedure, checks should take place both during the semester and at the end of the semester.
- During the monitoring process, staff must give consideration to any cases where pre-requisite, co-requisite or other sequencing issues may place the student's progression through their program at risk.
- Teachers, faculty administration staff and other relevant staff should report any potential breaches to faculty for corrective actions, such as amending enrolment mix to ensure online components are below 25%, ensuring one face to face competency is taught each compulsory period/semester any other specific actions necessary for compliance.
- The Head of School will ensure that any student considered at risk of exceeding the limit will be contacted by mail to arrange a meeting, so that the student may receive guidance in how to comply with the requirement.
- This will occur within 10 working days of a potential breach being identified.

3.0 Potential Sources of information

- Product Design & Development
- Enrolments
- Faculty staff – this is where enrolments are managed at competency level. As teachers also prepare their own materials on our online delivery system – "Blackboard", they are in the best situation to determine whether any particular competency falls into the above definition of online learning.
- International Administration