



## OVERSEAS STUDENT PROGRESSION SUPPORT POLICY

<b>Responsible officer</b>	Chief Community Life Officer	
<b>Contact</b>	Policy Coordinator policy@morling.edu.au	
<b>Approved by</b>	Academic Board	
<b>Responsible body</b>	Academic Board	
<b>Approval date</b>	29 April 2020	
<b>Effective date</b>	29 April 2020	
<b>Review date</b>	November 2022	
<b>Compliance Reference</b>	HES_3.3.4 National Code Standard 6	
<b>Superseded documents</b>	None	
<b>Related documents</b>		
<b>Policy classification</b> <i>Select a General OR an Academic option</i>	<b>General</b>	<b>Academic</b> Learning & Teaching

### 1. PURPOSE

To specify the support provided to overseas students to facilitate satisfactory progression through their course of study.

### 2. DEFINITIONS

Key Term or Acronym	Definition
MC	Morling College
National Code	National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018

### 3. SCOPE

3.1 This policy applies to:

3.1.1 all international students on a student visa, enrolled in courses in Morling College

3.1.2 overseas students who have been issued with a package offer for more than one course, the principal course being the program of study at Morling College (MC)

3.1.3 MC staff.

3.2 This policy does not apply to the following

3.2.1 domestic students

- 3.2.2 those on a visa other than a student visa
- 3.2.3 those completing a course whilst living outside Australia.

#### **4. POLICY STATEMENT**

- 4.1 Morling College is committed to
  - 4.1.1 providing a quality education experience for overseas students
  - 4.1.2 facilitating their on-time completion of their courses
  - 4.1.2 complying with the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018 (the National Code), Higher Education Standards Framework 2015 and legislation relating to student visa requirements.
- 4.2 Overseas students are required to meet the progression requirements of their course and the requirements of their student visa. Morling monitors the progress overseas students and provides a range of support services to facilitate successful course completion with interventions occurring in a timely matter.
- 4.3 Morling College (MC) provides multifaceted support including:
  - 4.3.1 Support personnel,
  - 4.3.2 Orientation,
  - 4.3.3 MC101 Academic Writing and Study Skills,
  - 4.3.4 Academic Tutoring,
  - 4.3.5 Library support,
  - 4.3.6 Monitoring of course progress,
  - 4.3.7 Pastoral and spiritual care,
  - 4.3.8 Counselling.

#### **5. PRINCIPLES**

##### Support personnel

- 5.1 In addition to the course coordinators, unit lecturers and tutors, the following personnel provide support to overseas students
  - 5.1.1 Chief Community Life Officer who is responsible for the overall wellbeing of students, and the support services provided by Morling
  - 5.1.2 Dean of Students who has day to day responsibility for the wellbeing of students and works closely with the CCLO and the Student Services Assistant to coordinate overseas student support services.
  - 5.1.3 Student Services Assistant (Overseas Students), who is the designated first point contact person, and who actively case manages overseas

students

- 5.1.4 Course Advisors and Administrators, who oversee specific programs or courses who provide support regarding academic progress and refer students to the Dean of Students or Student Services Assistant.
- 5.1.5 Academic tutors providing academic support throughout students' candidature, including for English language and academic writing
- 5.1.6 Librarians who provide learning support
- 5.1.7 Accredited counsellors to support the social, emotional and spiritual wellbeing of students.

### Orientation

5.2 An orientations program which includes

- 5.2.1 The academic and wellbeing support services available to you at the college or that they can refer you to in the local area
- 5.2.2 The range of learning resources available to you through the college and how to access them
- 5.2.3 An introduction to the learning management system they use, how to access and navigate it, and where to go for help
- 5.2.4 If you'll be studying online, info about technical requirements and where to go for help
- 5.2.5 The college's code of conduct, or equivalent document
- 5.2.6 Information about safety on campus, and/or online, and how to report an issue
- 5.2.7 Emergency procedures and how to respond to critical incidents that may arise.

### MC101 Study Skills

5.3 This unit of study consolidates and extends a series of online study skills tutorials which provides essential information and training about academic integrity, research and writing skills and academic English. This unit is offered on campus and online.

### Academic tutoring

5.4 Academic tutoring is available to all students with both online and in-person support. This includes support around expectations and processes in Australian Higher Education, support with academic research and writing skills and specific reviews of assessment plans and drafts.

### Library Support

5.5 Library support is available to explain processes in research and resource selection. The Library also hosts LibGuides in relation to referencing styles

and expectations regarding academic integrity.

#### Monitoring Course Progression

- 5.6 In partnership with faculty academics and the Dean of Students, the Students Services Assistant monitors the progress of Overseas Students and facilitates timely individual support and interventions on a case by case basis.

#### Pastoral Support and Spiritual Care

- 5.7 Both the Dean of Students and the Student Services Assistant intentionally provide pastoral support and spiritual care. This includes individual assistance when requested or observed as necessary as well as broader engagement in the College's pastoral support and spiritual care activities such as chapel, prayer meetings and Transformational Discipleship groups. All staff are encouraged to offer informal pastoral support and spiritual care to students and refer students to the Dean of Students or Student Services Assistance for specific care needs.

#### Counselling

- 5.8 Overseas students can be referred to external counselling services; including the Ezra Clinic which operates on the Morling College campus and provides reduced fee counselling for students.

## 6. RELATED DOCUMENTS AND LEGISLATION

[National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018](#)

Education Services for Overseas Student Act 2000 (ESOS Act)

Migration Act 1954

Migration Regulations 1994

## 7. REFERENCES

Australian College of Theology Handbook

## 8. VERSION HISTORY

Version	Approved by	Approval Date	Effective Date	Changes made
1	Academic Board	29 April 2020	29 April 2020	New policy

Always **download** this template anew from the Policies folder on the Morling share drive, as it may have changed.