



THE UNIVERSITY OF
NOTRE DAME
A U S T R A L I A

GUIDELINE: INTERVENTION STRATEGY

Purpose:	This Guideline documents the policies and processes for the development and implementation of an Intervention Strategy. An Intervention Strategy may be devised for a domestic student but is specifically aimed at International Students.
Responsible Executive:	University Registrar
Contact Officer:	Campus Registrars
Effective Date:	15 June 2012
Modification History:	Created: June 2012
Last Edited:	17.06.09 (SL); 15.06.12(SL)
Campus Applicability:	All Campuses

RATIONALE

This Guideline has been developed in light of compliance requirements for International Students studying on a Student Visa in accordance with the provisions of the Commonwealth Government Education Services for Overseas Students (ESOS) Act and the National Code. The University may use this Guideline and procedure for identifying any other student (domestic students, humanitarian visa students) who is at risk (or possibly at risk) of poor academic performance.

For International Students:

At a minimum, an Intervention Strategy must be activated where a student has:

- (a) Failed or deemed not yet competent in ONE OR MORE OF THE UNIT(S) the student is enrolled in for any given Semester; or**
- (b) Is enrolled in any load that is less than full time (or less than a 1.0 load for each semester).**

In (a) and (b) above, in any study period must be counselled by their Dean and must have an approved, documented Intervention Strategy on file; this rule differs from the University's definition of Unsatisfactory Progress (refer General Regulations) and must be closely monitored.

As per the requirements of the National Code, Standard 10, the Intervention Strategy must specify:

- (a) Procedures for contacting and counselling identified students;
- (b) Strategy to assist identified students to achieve satisfactory course progress; and
- (c) The process by which the intervention strategy is activated.

DEFINITIONS

<i>"DIAC"</i> -	Commonwealth Department of Immigration and Citizenship.
<i>"CoE"</i> -	Confirmation of Enrolment document issued to each international student who intends to study on a student visa in Australia. The CoE provides proof of acceptance into a specific course of study at a specific institution. An international student visa is issued by DIAC according to the details provided on the student's CoE.
<i>"ESOS Act"</i> -	Education Services for Overseas Students Act 2000.
<i>"International Student"</i> -	A student visa holder (all subclasses).
<i>"National Code"</i> -	The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students.
<i>"the University"</i> -	The University of Notre Dame Australia.

OTHER RELEVANT REGULATIONS and POLICY/GUIDELINES

This Guideline should be read in conjunction with other relevant University Regulations, Policy, and Guidelines, including:

- University General Regulations,
- School, Course and Research Degree Regulations,
- Policy: International Students

THE INTERVENTION STRATEGY FORM

- An *Intervention Strategy Form* will be used to record an Intervention Strategy implemented to ensure a student is able to complete the academic requirements of their course. This is required for International Students but may be used by a School for a domestic student requiring additional support.
- The *Intervention Strategy Form* will be completed only after a meeting between an academic staff member of the School (as designated by the Dean) and the student has taken place and the strategy and implications have been discussed in detail.
- A copy of the *Intervention Strategy Form* must be given to the student and the original forwarded to Student Administration to be placed on the student's University file (stored in Student Administration).
- Where an approved *Intervention Strategy Form* includes a period of part-time study, the *Intervention Strategy Form(s)* will be used by Student Administration as supporting evidence for a CoE extension application by an International Student.

1. PRINCIPLES

The University has determined the following principles will apply to an Intervention Strategy:

- 1.1 An Intervention Strategy may be implemented at any point during a Semester/Term teaching period and must be fully documented as to the commencement and concluding dates of the Strategy. Where an Intervention Strategy is implemented after Census Dates/Academic Penalty Dates have passed, and an outcome of the strategy is to reduce unit enrolment load, the Student will be appropriately counselled by the School as to the implications of withdrawal after these penalty dates.
- 1.2 An Intervention Strategy shall only be enacted following an individual face-to-face interview between the student and the Dean of the student's School (the Dean may choose to delegate this to an Associate or Assistant Dean or relevant Course Coordinator if appropriate – "the Academic Staff member").
- 1.3 The Academic Staff member shall phone or email the student to arrange an individual interview with them as soon as possible. This should be documented in the event the student is not contactable or does not respond.
- 1.4 An Intervention Strategy is only effective after being signed by the student and the Academic Staff member and once it has been received by Student Administration. The student must understand and accept the Strategy being implemented for their continued enrolment at the University. Where an Intervention Strategy (and interview has been arranged for a student) and the student fails to sign and/or attend the arranged interview, the University will record on the student's file that the student has not accepted the Intervention Strategy. The University will provide this as supporting evidence to the Department of Immigration & Citizenship if requested.
- 1.5 The Academic Staff member will have regard to the consequences of approving an Intervention Strategy where the strategy will impact on the student's course duration (as stated on the Confirmation of Enrolment – "CoE") and Student Visa.
- 1.6 Where an application for Advanced Standing is made by an International Student, the School will advise Student Administration as to what impact the awarding of Advanced Standing will have on the student's CoE and course duration. An Intervention Strategy Form will be required as evidence that the student may not be enrolled full time in each Semester (where applicable) and a individual course planner (study plan/degree structure) will be provided to Student Administration in order for the student's CoE to be shortened.
- 1.7 The Academic Staff member will record the approved Strategy implemented for the student to ensure appropriate follow-up with the student is made after the initial interview/meeting and to determine whether the implemented Strategy has been effective.

2. STRATEGY OPTIONS AVAILABLE TO BE IMPLEMENTED

- Student strongly recommended to engage a tutor or study group to support the student's study in a particular unit(s) (at their own cost).
- Student strongly recommended to attend academic skills programs, such as those offered by the Academic Enabling & Support Centre (AESC).
- Student to meet on a regular basis with the relevant Course Coordinator.
- Student to access counselling service via the University Counsellors (Student Life Office).
- Student to be paired with an appropriate student mentor organised by the School or Student Life Office.
- Student to meet specific attendance requirements for unit(s) (as defined below).
- Student to change course to a more suitable program (*see detail below*).
- Student to change unit enrolment (reduce load) for a particular Semester (*see detail below*).
- Any other strategy may be implemented after discussion with the Dean and the Campus Registrar.

3. STRATEGY - CHANGE OF COURSE

- 3.1 This particular strategy must be discussed in detail with the student as it may have serious consequences for them – such as, a different qualification than what they initially expected, or an increase in time and money for the student in that some or all of the units they have already completed may or may not be credited to a different course and so on.
- 3.2 The student must understand that the current CoE they are studying under will be cancelled and another issued if the change of course is approved.
- 3.3 An International Student who applies to change campus within the first six months of their enrolment (i.e. from Fremantle to Sydney, Sydney to Fremantle, Broome to Sydney or Sydney to Broome) is bound by the University's *Guideline: International Student Transfers* and Standard 7 of the National Code (and relevant sections of the ESOS Act).
- 3.4 A Change of Course is normally permanent and a change back to the original course may not be permitted. An International Student who changes their course more than once may have their request reviewed by the Campus Registrar.
- 3.5 The student must be counselled by the relevant Course Coordinator of the new course to determine if the Change of Course is appropriate and that the student is academically suited to the new degree. The Dean of the School of the new course may deny a Change of Course request based on the student's interview and/or academic history (includes but is not limited to academic history used in application for admission).
- 3.6 An International Student who is at risk of being terminated from their course (as per the University's General Regulations) should be counselled to change their course before the Board of Examiners determines their termination. Termination from Course for an International Student is equivalent to Termination from University and may result in the student being returned to their home country and being unable to apply to study in Australia for a lengthy period of time (this is not something the University has any control over).

4. STRATEGY - CHANGE OF UNIT ENROLMENT (REDUCTION OF LOAD)

- 4.1 This particular strategy must be discussed and clearly explained to the student as it may have serious consequences for them – such as, the possibility of not being able to complete their course in the specified course duration on their CoE, the student may need to apply for an extension of their Student Visa (there are costs involved with this), the student may need to overload, enrol in online/by distance cross-institutional units, or undertake Summer/Winter Term units offered by ND (any of these options are only with the approval of the Dean or delegate).

- 4.2 A reduced enrolment load may not be appropriate if none of the above options are available to a student in a particular course. The Academic Staff member must ensure the student is correctly advised and that the student clearly understands what a reduced load will mean to their enrolment in the future.
- 4.3 An International Student is required to be enrolled Full Time (1.0 FTE load) each Semester. Where an International Student is not enrolled Full Time (1.0 FTE load), they must have an approved, documented *Intervention Strategy Form* on file.
- 4.4 An International Student may not have a unit load of less than 50% in any main Semester (Semester 1 or Semester 2) without the written authorisation of the Campus Registrar.
- 4.5 An Academic Staff member interviewing a student to determine an Intervention Strategy must contact the International Student Officer in Student Administration and ask for the student's current CoE completion date. It is imperative this date is included on the *Intervention Strategy Form* and that the Academic Staff member takes this into consideration when activating an Intervention Strategy for an International Student.
- 4.6 An Academic Staff member should discuss with the student the units they are currently enrolled in for the given teaching period (or shall be enrolled in for the given teaching period) and determine whether those units are still appropriate to the student's academic ability and for the student to fulfil course requirements.
- 4.7 In some cases, it may be appropriate for an International Student to reduce their unit load (i.e. reduce the units they are currently enrolled in on-campus at Notre Dame) and to undertake a unit(s) online or by distance education by cross-institutional enrolment. In this case, the International Student must be clearly advised that they cannot enrol in more than 25% of their total course online or by distance education in accordance with Standard 9 of the National Code (note: this is calculated as 25% of the number of units within the course where the units are deemed equivalently weighted or directly comparable).
- 4.8 An International Student must enrol in at least one face-to-face unit in each Semester; this also applies where the student has one unit to complete and intends enrolling cross-institutionally in that unit through online or by distance education. In this case the student must also be undertaking units on campus at Notre Dame that are above and beyond the course requirements. The student may choose to return to their home country to complete this last unit online or by distance education and therefore not be required to enrol in any other on-campus units.
- 4.9 Where a reduced load or change of enrolment is agreed upon as an appropriate Intervention Strategy, a Change of Enrolment Form must be completed and signed by the student for the change of enrolment to be actioned by Student Administration; the *Intervention Strategy Form* does not constitute a formal change of enrolment.

5. DURATION OF INTERVENTION STRATEGY – START AND END DATES

- 5.1 An Intervention Strategy shall normally be implemented for a student for either one or two Semesters (and not normally for more than two consecutive Semesters). Where there is a possibility of an Intervention Strategy being required for a longer period of time, the student must be carefully counselled as to their ability to complete within their course completion date on their CoE. In some cases, it may be more appropriate for the student to return to their home country for a period of time to evaluate their options.
- 5.2 An Intervention Strategy must include the start and end dates of the strategy and a follow up interview with the student is required to determine whether the strategy implemented was beneficial and appropriate.

6. STUDENT ACCEPTANCE

- 6.1 The student must understand and accept the Intervention Strategy implemented for them and must sign the *Intervention Strategy Form* for it to be effective.
- 6.2 The student must clearly understand the implications of particular Strategy (such as reduced enrolment load, change of course etc). The *Intervention Strategy Form* should be used as a tool to aid discussion of the issues that have caused problems to the student's enrolment or academic performance.
- 6.3 An International Student particularly must understand the implications of a particular Strategy on their expected completion date as specified on their CoE. It is the student's responsibility to seek advice before they sign an *Intervention Strategy Form* if they do not understand the implications.
- 6.4 Every Intervention Strategy must be signed and dated by the student and the Academic Staff member interviewing the student. The original document must be forwarded to Student Administration with copies kept on the student's School file.
- 6.5 A copy of the Intervention Strategy must be given to the student.

7. STAFF DEVELOPMENT AND DEPARTMENT INVOLMENT

- 7.1 Staff are reminded by the Campus Registrar's Office/Student Administration of their obligations relating to International Students and in particular, the requirements of an *Intervention Strategy Form*.
- 7.2 The Student Life Office also offer assistance to International Students who are defined as 'at risk' and arrange contact to remind students of services available to them, programs designed to assist struggling students and so on.

8. PROCESS FLOWCHART

Intervention Strategy Process