Course Progress (Overseas Students)

Applies to	Overseas students
Legal basis	National Code 2018, Standard 8. Education Services for Overseas Students Act 2000, section 19

What we expect

To keep your student visa, you must make satisfactory progress in your course. Before you start, we will give you your course timetable in writing. It shows the study periods in your course and the units scheduled in each one.

What satisfactory course progress means

The same rule applies to every course we deliver to overseas students.

- A study period is each term of your course, as shown in your course timetable.
- You make satisfactory course progress in a study period if you are assessed competent in at least 50% of the units scheduled for that study period.
- A unit counts as competent when you have been assessed competent in all of its assessment tasks, including any re-assessment, by the end of the study period. Units granted through recognition of prior learning or credit transfer count as competent.
- Units you have not yet completed are carried into your next study period, together with a support plan. You must still finish every unit within the course duration on your Confirmation of Enrolment.
- If you are assessed competent in fewer than 50% of the units scheduled for a study period, your course progress for that period is unsatisfactory.

Halfway through each study period, your trainer checks your progress. If you have been assessed competent in fewer than half of the units due by that point, you are treated as at risk and the support process below begins, so that you have time to recover before the study period ends.

Attendance

ACI does not set a minimum attendance requirement for overseas students and does not report students for attendance. You are still expected to attend all scheduled classes. If you are absent for five consecutive days without approval, we will contact you, because absence is an early sign that you may need support.

If you are at risk

We monitor your progress throughout each study period, not just at the end. If you are assessed as not yet satisfactory in an assessment task, are absent without approval for five consecutive days, or are found to be at risk at the halfway check, we will:

- contact you within 5 working days
- meet with you and agree a written support plan within 10 working days
- review your progress on a date set in the plan.

The plan sets out what you will do and what support we will provide, such as extra tutoring, adjusted study load or referral to support services.

If you do not meet the requirements

If you have not made satisfactory progress by the end of a study period, we will write to you, telling you that we intend to report you to the Department of Education, our reasons, and that you have 20 working days to appeal.

We will only report you after:

- the internal and any external appeal has finished and supports our decision, or
- you have not lodged an internal appeal within 20 working days, or
- you have chosen not to use the external process, or
- you have withdrawn from the appeal process in writing.

A report may lead to the cancellation of your visa.

Completing within your course duration

You must complete your course within the duration on your Confirmation of Enrolment. We only extend that duration for compassionate or compelling circumstances, where you are on a support plan, or after an approved deferral or suspension. If we extend it, we will advise you to contact the Department of Home Affairs about your visa.

Online study

No more than one-third of the units in your course may be delivered online or by distance learning. In every compulsory study period you must be studying at least one unit face to face, unless it is the last unit of your course.