



POLICY TITLE: INTERNATIONAL STUDENT ACADEMIC SUPPORT POLICY

DEVELOPED / REVIEWED BY

Policy Committee
Director of Business Services and Advancement
Deputy Principal Wellbeing and Strategy
Head of Admissions
Risk and Compliance Manager
Human Resources Manager

REVIEW SUMMARY

Policy to be presented to the Policy Committee for the first time at the May 2024 meeting. Policy to be reviewed in the first twelve months to ensure accuracy to current legislative components.

DOCUMENT DEVELOPMENT PROCESS

This document was first developed by Director of Business Services and Advancement and the Head of Admissions in 2024.

RATIONALE

Standard 6.3 of the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code) requires the College to offer reasonable support to international students to enable them to achieve expected learning outcomes regardless of the international student's place of study or mode of study of the course, at no additional cost to the international student.

Standard 6.4 requires the College to facilitate access to learning support services consistent with the requirements of the course, mode of study and the learning needs of the international student cohorts, including having and implementing documented processes for supporting and maintaining contact with international students undertaking online or distance education.

PRINCIPLES / GUIDING PRINCIPLES

It is the policy of Siena College to offer various types of academic support to international students so that they can achieve expected learning outcomes under the College's curriculum.

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PROCEDURES

International students who require academic assistance, can contact the International Student Coordinator, or one of their teachers for assistance.

If a teacher believes that an international student requires academic assistance in relation to a particular area of the College's curriculum, the teacher must pass this information to the International Student Coordinator.

Academic Support Services

The College provides the following academic support services to international students to enable them to achieve expected learning outcomes, at no additional cost to the international student:

- Study groups run by subject-specific tutors
- Supervision of study sessions by academic staff to aid international students with homework or study
- Tutoring program
- Edrolo and online support services
- Subject selection sessions

These services aim to ensure that international students have regular access to academic assistance in a variety of subjects.

Online or Distance Education

The College does not provide online/distance education.

Academic Support for ELICOS Students

The College is not registered on Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) to provide an ELICOS (English Language Intensive Course for Overseas Students).

Record keeping

The College maintains evidence of compliance with this Policy by maintaining records of academic support provided to an international student in accordance with this Policy. Records will be maintained in accordance with our **International Student Records Management and Retention Policy**.

RESPONSIBILITY

- Principal
- International Student Coordinator
- Deputy Principal Wellbeing and Strategy

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RELATED LEGISLATION

- National Code of Practice for Providers of Education and Training to Overseas Students 2018
- Education Services for Overseas Students Act 2000 (Cth)
- Education Services for Overseas Students (ESOS) Regulations 2001 (Cth)
- Migration Act 1958 (Cth)

RELATED SIENA COLLEGE POLICIES

- International Student Records Management and Retention Policy

RISK

In the Committee's deliberations it is important to consider the College's main strategic processes and the identification of associated risks. Some sample questions are included for referral.

Answers are to be documented as part of the policy.

1. **Faith and Catholic Identity.** Identify any risks to Catholic Identity or Dominican charism of the school. How will this policy harm or enhance either?
2. **Reputation.** Identify if there are any reputational risks to the College. How will this policy impact Siena and wider communities?
3. **Financial.** Identify any financial risks to the College. How will this policy impact the financial stability of the College?
4. **Contemporary Learning and Teaching.** Identify any risks to learning and teaching. How will this policy impact the academic performance of the College?
5. **Wellbeing.** Identify any risks to safety and wellbeing. How will this policy impact the mental and physical wellbeing of the College community?
6. **Community Engagement.** Identify any risks to building community engagement. How will this policy impact community relationships?
7. **Governance and Leadership.** Identify any risks to governance and leadership in the College. How will this policy affect the strategic direction of the College?

Do any risks identified above warrant changes to the proposed policy? If so the policy should be referred back to the developer/s.

NEXT REVIEW

May 2025

POLICY LOCATION

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