

## Admission and Support of International Students Policy

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### Audience:

Staff, students, public

### Objectives:

- To ensure that the University is and remains compliant with the *Education Services for Overseas Students Act 2000* (ESOS Act) and the *National Code of Practice for Providers of Education and Training to Overseas Students 2018* (National Code); and
- To ensure that the university meets its obligations under the Simplified Student Visa Framework (SSVF) system by outlining the governance and management arrangements through which the University will fulfill its responsibilities.

### Definitions:

*Any defined terms below are specific to this document. The definition of common terms appears in the Murdoch University Dictionary of Terms.*

- **“Principal Course”** is the main course of study to be undertaken by an international student where a student visa has been issued. The principal course of study would normally be the final course of study where the international student arrives in Australia with a student visa that covers multiple courses.
- **“PRISMS”** is the Provider Registration and International Student Management System (PRISMS). It is the system used to process information given to the Secretary of the Department of Education by Registered Providers.

### Policy:

#### 1. External Legislative Framework

- 1.1. The ESOS Act provides the legislative framework for education and training institutions offering courses to international students in Australia on a student visa.

- 1.2. Only those education institutions registered under the ESOS Act and listed on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) may enrol overseas students to study in Australia on a student visa.
- 1.3. The National Code is a legislative instrument established under the ESOS Act which defines the standards that govern the protection of overseas students and delivery of courses to those students by providers registered on the CRICOS.
- 1.4. The National Code is legally enforceable and breaches of the National Code by providers can result in enforcement action under the ESOS Act. This action can include the imposition of conditions on registration or suspension or cancellation of registration, and consequently of the right to recruit international students.
- 1.5. A provider must demonstrate that it complies with the requirements of the National Code to achieve CRICOS registration or re-registration.
- 1.6. The Tertiary Education Quality Standards Agency (TEQSA) is the responsible authority for CRICOS registration.
- 1.7. Simplified Student Visa Framework is a framework operated by the Department of Home Affairs (DHA), established by an Instrument made under the terms of the Migration Regulations 1994.
- 1.8. The SSVF system reduces the documentation required by the DHA to assess a student visa application and reduces the length of time taken for an Australian student visa to be issued.
- 1.9. Murdoch University became part of the SSVF system after opting in and being approved by DHA, and is now required to fulfil the obligations it committed to through the opt-in process.
- 1.10. SSVF processing arrangements include the formal recognition of certain pathway colleges as business partners under the scheme.

## **2. Murdoch University Status**

- 2.1. Murdoch University is a registered CRICOS provider with number 00125J.
- 2.2. As such the University must comply with the requirements of the ESOS Act and the National Code.
- 2.3. The University's CRICOS registration is valid until 22 September 2019.
- 2.4. Under the University's CRICOS registration the maximum number of international students that may be enrolled is 4,900.
- 2.5. The limit on international student numbers may be varied by applying to TEQSA and supplying satisfactory supporting evidence.
- 2.6. For a university to access the SSVF arrangements it must continue to meet the eligibility criteria.

### **3. Governance arrangements**

- 3.1. The Academic Council of the University has delegated accountability for oversight of the University's responsibilities under the ESOS Act and National Code to the Academic Quality Committee.
- 3.2. The Academic Quality Committee shall receive an annual report from the Pro Vice Chancellor International for the purpose of enabling the Committee to discharge this responsibility.
- 3.3. The annual report shall include information on the University's immigration risk rating as assessed by the DHA under the SSVF arrangements.
- 3.4. The Academic Quality Committee shall also consider such audit reports as are prepared.
- 3.5. The Academic Council shall ensure that all courses of study approved by the University and which are open to International Students shall be notified to the International Office for the purposes of registration on CRICOS.
- 3.6. No course shall be opened to recruitment for international students prior to its registration on the PRISMS database.

### **4. Audit requirements**

- 4.1. Under the requirements of the ESOS Act, registered providers must undertake an independent external audit once every five years, which must assess the provider's compliance with the National Code and include a full inspection of the premises. The results of the external audit must be presented to TEQSA as the designated authority.
- 4.2. The University may also undertake internal audits against the requirements of the ESOS Act, National Code and SSVF arrangements as required by its own internal audit and risk management arrangements.

### **5. Management arrangements**

- 5.1. The Pro Vice Chancellor International and Provost have overall responsibility for compliance with the ESOS Act, National Code and SSVF arrangements at the operational level.
- 5.2. The Pro Vice Chancellor International and Provost may delegate responsibility for aspects of the ESOS Act, National Code and SSVF arrangements as required, and shall ensure that any such delegations are clearly defined.
- 5.3. An ESOS Management Group shall be convened by the Pro Vice Chancellor International to ensure effective management oversight.

### **6. Communication to students**

- 6.1. Students shall be advised of the existence of the ESOS Act, National Code and their responsibilities under their Australian student visa through the Guidelines for International Students provided on the University website.

## **7. Training**

- 7.1. The Pro Vice Chancellor International shall nominate a small number of staff from the International Office to receive external training on the ESOS Act and National Code on an annual basis.
- 7.2. Staff receiving external training shall in turn train other staff as required, and have responsibility for advising the procedure owners on the currency of internal procedures.
- 7.3. Academic and professional staff in Colleges shall be advised of the University's responsibilities under the ESOS Act and National Code through an on-line training module and the Guidelines for Academic Colleges, both of which shall be maintained by staff of the International Office.

## **8. International student transfer**

- 8.1. The University will assess requests from international students seeking to transfer to the University or another institution prior to the completion of six months of their Principal Course of study in accordance with the *International Student Transfer Procedure*, which is aligned with Standard 7 of the National Code.
- 8.2. If the University intends to refuse a request, the University must inform the student in writing of the detailed reasons for refusal and outline the student's right to access the University's appeals process.

## **9. Monitoring**

- 9.1. The University must maintain up to date and accurate enrolment information in PRISMS.
- 9.2. The University must monitor CRICOS to ensure information related to the University's course registration is accurate and up-to-date and notify TEQSA of any required changes.
- 9.3. The University must allocate appropriate resources to monitor and continuously improve its compliance with ESOS and National Code requirements.

## **10. Review**

- 10.1. This policy, with its supporting procedures and guidelines, shall be considered not less than annually by the ESOS Management Group to ensure that their currency and clarity is maintained.
- 10.2. Any change in the relevant legislation, legislative instrument or associated guidance shall result in immediate review and updating of all relevant policies, procedures and guidelines.

The outcome of internal or external audits shall be addressed by the Pro Vice Chancellor International as required following consideration by the Academic Quality Committee.

**Performance Indicators:**

There are no performance indicators.

**Related Documents:**

[International Under-18 Students Procedure](#)

*International Admissions Procedure*

*International Student Transfer Procedure*

*Guidelines for Academic Colleges*

*Guidelines for International Students*

**References:**

There are no references.

**Approval and Implementation:**

<b>Approval Authority:</b>	Academic Council
<b>Responsible Officer(s):</b>	Pro Vice Chancellor International
<b>Approval Authority for supporting procedures:</b>	Director, Student and Library Services or Pro Vice Chancellor International
<b>Approval Authority for supporting guidelines:</b>	Director, Student and Library Services or Pro Vice Chancellor International
<b>Approval Authority for supporting standards:</b>	There are no supporting standards.

**Revision History:**

<b>Approved/ Amended/ Rescinded</b>	<b>Date Approved</b>	<b>Effective Date</b>	<b>Next Review Date</b>	<b>Resolution No. (if applicable)</b>
Administrative amendments	24/06/2020			
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Approved by AC	04/05/2020			AC/21/2020(i)
Approved by AC	30/03/2020			AC/21/2020(i)
Approved by AC	12/03/2019		12/03/2022	AC/16/2019(ii)
Administrative amendment	31/05/2018		16/09/2018	
Approved	16/09/2015		16/09/2018	AC/121/2015(i)

