

ESOS Advisory Group (EAG) Meeting

Meeting 2/2009

Wednesday June 24, 2009, 10.00 am

FIT Board Room, Building H6.09, Caulfield campus

MINUTES

Agenda item	Action
1. Attendance and apologies	
Present: Cathryn Bunney (Enrolments), (Chair), Robert Barrett (Enrolments), Rose Rijadi (Enrolments), Cathy Barnett (Faculty of Medicine, Nursing and Health Sciences), Liz Nolan (Faculty of Arts), Tamara Forbes (Health Wellbeing and Development), Annalise Tindal (Faculty of Pharmacy and Pharmaceutical Sciences), Lauren Scott (Monash Student Association), Leonie Garlepp (Faculty of Business and Economics), Ed Irons (Faculty of Art&Design), Martine Rambert (Faculty of Information Technology), Kathleen Howard (Faculty of Law), David Lau (Monash Research Graduate School)	
Apologies: Eliana Hruby (International Recruitment Services), Andrea Waller (Enrolments), Kendall Williamson (Executive Services), Wendy Blastock (Health Wellbeing and Development), Gene Moore (Monash Student Association), Gina Vassos (Monash Abroad), Anita Blom (Faculty of Art&Design), Ahuva Shavit (Faculty of Science), Kelly Tsgournos (Faculty of Law), Margaret Evans (Faculty of Engineering)	
.	
2. Minutes of the previous meeting	
The minutes of ESOS Advisory Group (EAG) meeting 1/2009 held on 18 March 2009 were approved as an official record of the meeting.	
3. Matters arising from the minutes (outstanding)	
3.1 Induction material	
The Manager, ESOS and Visa Compliance advised that work has not yet commenced on reviewing the ESOS induction material on the web site. This will be done before the next meeting.	Robert Barrett
3.2 Training of ESOS compliance officers	
The Manager, ESOS and Visa Compliance advised that the planned training of ESOS Compliance officers during May has not been delivered. It was agreed that a session would be organised for early October.	Robert Barrett
It was noted that fairly regular requests for ad hoc training is received but one of the concerns for faculties is the provision of certificates. The Manager advised that where possible this training should be organised through Staff Development so that certificates can be arranged.	

Agenda item	Action
4. EAG charter	
4.1 EAG charter and membership review The chair explained that in future years at the first meeting for the year it will be a standing item of this group to review the EAG charter and membership. It was resolved that: <ul style="list-style-type: none"> • As the National Code Implementation Group (NCIG) had been integrated into the EAG, the reference to the NCIG in the charter can now be removed • Organisational units that are central to the EAG should be listed in the membership: faculties, MCPL, MRGS, IRS, HWD and Student Rights. 	Robert Barrett
5. ESOS compliance	
5.1 Compliance certification The Manager ESOS and Visa compliance briefed the group on the current round of certification saying that the checklist for semester 1,09 has been distributed and is due to be returned within two weeks. The outcome would be summarised and provided to the next EAG.	Robert Barrett
5.2 ESOS manual feedback Feedback has been received from a number of faculties with particular reference to the revised Chapter 9 which now more clearly outlines the compliance obligations. The revised chapter will be incorporated into the manual. Comment was made that the structure and lay-out of the manual is still working well. Also, staff were encouraged to check the manual first before asking a question because it will help pinpoint those parts of the manual that may need revision or clarification.	Robert Barrett
5.3 Monitoring of Course duration It was confirmed that the email to faculties has not yet been corrected to include the reason for faculty decision on approving or refusing an application for a CoE and course extension. To be followed up. The question was raised as to whether a student whose has been excluded and whose visa is expiring but is appealing the exclusion should be issued with a new CoE. The group considered first that ESOS requires a student's enrolment to be maintained while the appeal process is ongoing. If a student was refused a CoE extension this might be seen as pre-empting the APC decision. It was therefore agreed that a student in this situation should have a CoE created to maintain their enrolment until the appeal has been finalised. The period of time that the CoE should be issued for was next considered. Should it be until the expected course end date or should it be a functional extension based on a reasonable time period for the appeal process to be finalised? The group agreed that a functional extension should be given and the period of 6 months was agreed to. The email or letter to the student should advise the basis for the CoE end date and that the student may need to extend their visa again at a later date which would incur an additional visa	Wendy Blastock

Agenda item	Action
<p>application charge. It should be made clear to the student that the CoE has been issued and the course extended for the purpose of maintaining the student's enrolment only.</p> <p>The practice regarding CoE extensions in these circumstances to be outlined in the manual.</p>	<p>Robert Barrett</p>
<p>5.4 Monitoring DE and online enrolment</p> <p>Three pro forma letters have been developed to cater for students who 1) are at risk of reaching the maximum portion of DE/on line enrolment 2) students who have exceeded the maximum allowable limit of 25% and 3) students who are enrolled exclusively in DE/On line learning.</p> <p>It was agreed that for students who have exceeded the maximum portion of DE/online study in their course (25%) the proforma letter should be revised to clearly state that the student will need to correct their enrolment by withdrawing from the DE units. The letters to be amended and circulated for comment.</p>	<p>Robert Barrett</p>
<p>6. ESOS Reporting</p>	
<p>6.1 ESOS reporting statistics</p> <p>The ESOS Reporting Officer Ms Rijadi commented on the current round of statistics as distributed. One addition to the statistics was the inclusion of a series of graphs for each reporting type. It was suggested that the next round of statistics would include the statistics for the same period in the previous year. Comment was made that Enrolments is already using a similar model for other statistics it prepares.</p>	<p>Cathryn Bunney and Rose Rijadi</p>
<p>6.2 APC process and Academic Progress Policy and Procedure</p> <p>Considered under item 7.</p>	
<p>7. Policies and Procedures</p>	
<p>7.1 APC process and Academic Progress Policy and Procedure</p> <p>On behalf of the Executive Officer, Executive Services the Deputy Manager Enrolments outlined developments in this area. She said that the Academic Progress Policy and Procedure is being re-written in the form of a new policy statement and a revised procedure. This was needed so that many of the ad hoc changes over the past few years could be incorporated into a single comprehensive document. It is expected that the draft policy and procedures will be sent to faculties shortly.</p>	
<p>7.2 Critical incident procedures</p> <p>On behalf of the International Student Experience Coordinator, the Manager ESOS and Visa Compliance outlined the draft Critical Incident procedures. He explained that these procedures had been developed in close consultation with the University Security Manager who has responsibility for the university's Crisis Management Response. Some minor refinement was still occurring to the procedures which would eventually be published on the ESOS web site.</p>	<p>Wendy Blastock</p>

Agenda item**Action**

It was anticipated that the procedures would be finalised by the next meeting.

The group sought clarification of how these procedures would be confirmed and what unit within the university would endorse them. This should be advised at the next meeting.

Wendy
Blastock

8. Updates**8.1 Explanatory Guide revision, National Code and International Education Review's and Inquiry's**

The Manager ESOS and Visa Compliance summarised the recent media release from the Deputy Prime Minister (12 June, 2009). She announced 1) that an International Student taskforce has been established to develop strategies to support the well being of overseas students and 2) the planned review of the ESOS Act and National Code has been brought forward to 2010.

In addition it was noted that the 2009 Budget announced the creation of the Tertiary Education Quality and Standards Agency (TEQSA). It has been reported that this agency will take responsibility for the whole of higher education in 2010 and will assume the role of the Australian Universities Quality Agency (AUQA) in audit, accreditation and standards work as well as oversee the Australian Qualifications Framework (AQF).

9. Other business**9.1 Student disability**

A question concerning procedures for students with disability was raised by the Manager, Student Services Admissions in FIT. What are the options when a student does not commence classes on time but is able to obtain a retrospective medical certificate? And the student later applies for special consideration. It was agreed that in these circumstances the guidelines for deciding on special consideration should be carefully considered.

10. Next meeting

The next meeting will be held at 10 am on Wednesday September 16, Sir George Lush room, Building 3a, Clayton campus