

ESOS Advisory Group (EAG) Meeting**Meeting 4/2009****Wednesday November 18, 2009, 10.00 am****FIT Board room, Building H, Level 6****Minutes****1. Attendance**

Cathryn Bunney (Enrolments),(Chair), Rebecca Murphy (Enrolments), Robert Barrett (Enrolments), Rose Cooney (Enrolments), Wendy Blastock (Health Wellbeing and Development), Ahuva Shavit (Faculty of Science), David Lau (Monash Research Graduate School), Thiladharajah (Monash Research Graduate School), Guido Farnell (Monash Research Graduate School), Leonie Garlepp (Faculty of Business and Economics), Carol Nahal (Faculty of Business and Economics), Cathy Barnett (Faculty of Medicine, Nursing and Health Sciences), Kendall Williamson (Executive Services), Andrea Waller (Faculty of Engineering), Tangerine Holt (DVCI), Martine Rambert (Faculty of Information Technology), Kelly Tsagournos (Faculty of Law), Amali Weeratunga (MCPL)

Apologies

Carol Nahal(Faculty of Business and Economics), Annalise Tindal (Faculty of Pharmacy and Pharmaceutical Sciences), Lauren Scott (Monash Student Association), Gene Moore (Monash Student Association), Eliana Hruby (International Recruitment Services), Gina Vassos (Monash Abroad), Anita Blom (Faculty of Art&Design)

2. Minutes of the previous meeting

The minutes of ESOS Advisory Group (EAG) meeting 3/2009 held on 16 September 2009 were approved as an official record of the meeting.

3. Matters arising from the minutes**Critical incident policy**

Ms Wendy Blastock, Coordinator International Student Experience Programs said that the approved policy has now been published on the ESOS web site. Mr Kendall Williamson Executive Officer for Executive Services commented that if this was a stand-alone policy it needed to be directed through the Monash committee structure for approval. However, it was discussed whether the document was really a policy or a procedure as it was developed as a subset of the University Critical Incident policy.. It has been approved by the University Security Manager who has responsibility for the university's Crisis Management Response.

In general discussion the Manager Enrolments said that clarification was needed as to the status of the document (policy or procedure) so that it could be ascertained if the current approval process was sufficient..

Action: Further advice to be sought by the Manager Enrolments.

Secretary's Note: Document is labeled as a 'procedure' and not a 'policy'.

Cathryn
Bunney

Course extension process

The planned global email to international students concerning course duration and extension will be sent at the commencement of semester 1, 2010. A draft will be circulated to EAG for comment in the new year.

Action: The Manager ESOS and Visa Compliance to draft and circulate to EAG the proposed email.

Robert
Barrett

Induction material

ESOS induction information on the web site has been revised and updated

ESOS manual- standard 9 revision

The paragraph concerning CoE's for students who have been excluded but are still going through the appeals process has been revised and will be added to the ESOS manual.

4. ESOS compliance**4.1 ESOS audit**

Dr Tangerine Holt, Director Education in the Office of DVCI outlined planning for the ESOS audit. She said a meeting had recently been held with Audit and Risk Management (ARM) who suggested a self audit before the external audit is conducted. The self audit would identify any gaps in ESOS compliance and strategies to bridge these gaps. In the planning for the audit, factors that need to be taken into account are responsibility, resources, scope of audit, the advertising and tender process and protocols related to each of those elements. A further meeting to discuss the audit is planned for late 2009 where Enrolments and the Director Education will meet with the DVCI to discuss arrangements.

The Manager Enrolments noted that Monash needed to be precise in its use of language when discussing audit arrangements. The different possibilities included:

1. ESOS self review (likely mid-late 2010) (Monash initiated and conducted)
2. External ESOS audit (2011) (Monash initiated and co-conducted)
3. Re-registration of all CRICOS provide by December 2010 (VRQA initiated and conducted)
4. AUQA audit 2012 (AUQA initiated and conducted)
5. Increase in maximum numbers (may result in an audit by VRQA)

It was agreed that Audits should be a standing item on the agenda for future meetings.

4.2 Compliance certification, round 2, 2009

The Manager ESOS and Visa compliance outlined arrangements for distribution of the ESOS checklist for round 2, 2009. The checklist would be distributed at the end of November. He said that the checklist would be amended so that the signoff would place more emphasis on evidence to demonstrate compliance and the processes followed to achieve it as well as the fact of compliance itself. These changes have been made in preparation for the pre audit.

4.3 ESOS training

The planned ESOS training schedule for 2010 was outlined by the Manager ESOS and Visa compliance. He said that as per 2009, three level 1 sessions would be scheduled and one level 2. In general discussion comment was made that if ad hoc

training was conducted outside of the SDU schedule the drawback was that certificates were not provided. Auditors will often ask for evidence of training and even individual certificates (eg VRQA has asked for individual certificates when it audited MC).

Action: It was agreed that HR should be contacted for a list of attendees at ESOS training in 2009.

Robert
Barrett

The possibility of an online training module for ESOS was considered. The Manger Enrolments said that as an online module was already available through [ISANA](#), it would be duplication for Monash to develop one as well.

5. ESOS Reporting

5.1 ESOS reporting statistics

The ESOS Reporting Officer Ms Cooney commented on the current round of statistics as distributed. One prominent statistic was the large group of Monash College students who had been reported for early course completion.

6. Business practices and ESOS Reports

6.1 Transfer report

Ms Wendy Blastock, Coordinator International Student Experience Programs stated that the new report had been finalised and would be loaded onto MRS soon. Faculties should run the report in the same period they are processing transfers as CoE's need to be created within 14 days of change of status, add the expected course completion date to the report and send to campuses so the new COE can be created.

6.2 Duration report

Committee members were asked to provide feedback on the report. Ms Waller, Manager Student Services, Faculty of Engineering asked whether the error in the report where Duplicate Units were not being counted had been corrected. This would be followed up. Also, Ms Weeratunga, Manager Student Services, Monash College mentioned that MC would like to use the report but it does not appear to be configured accurately for MC students due to their trimester delivery model.

Action: Duplicate units and accuracy of report for MC students to be investigated.

Robert
Barrett

7. ESOS Updates

7.1 Written agreement

In the absence of the Director, International Recruitment Services, Cathryn Bunney, Manager Enrolments, outlined the background to the revisions to the written agreement. She said that one of the recommendations of the Victorian Auditor General Office (VAGO) report was that changes be made to the written agreement. IRS, the agreement owner and Enrolments have been working together along with the Deputy University Solicitor, to develop a new agreement. It has been signed off by the Solicitor and is waiting approval from the DVCI. It is hoped that the agreement will be finalised by the end of 2009.

Mr Guido Farrell, Manager, Higher Degree Research Recruitment & Admissions, commented that MRGS will take over international admission functions for research degrees, PHD's, MPhil's and faculty Masters. He said that the on line application would be launched on December 9. He said that MRGS would be using the

agreement but would make some changes eg references to enrolment dates and credit don't apply to higher degrees.

The meeting requested that advice be sought from the Director IRS when the agreement would be finalised.

Action: Manager Enrolments to seek clarification as to the sign off on the agreement.

Cathryn
Bunney

7.2 APC process

Mr Kendall Williamson, Executive Office for Executive Services briefed the group on APC developments. He said:

- The annual APC training is planned for next week at Caulfield
- Standard pro forms have been revised and submitted to Education Policy Committee for approval
- Changes have been made to Teleconferencing options for APC hearings so that the option for teleconferencing is available just in exceptional circumstances
- Changes to the Statute have now been approved by the minister
- There has been a change to the policy concerning when a student may withdraw from their course after being referred to the APC. Now, before deliberation concerning the exclusion decision starts, the Chair will advise the student that the hearing is over and an opportunity exists to talk to Student Rights. Students can choose to discontinue at this point but not after deliberation has commenced.

Work on the Statute review is continuing and the next stage is for a benchmarking document to be sent to other universities. It is expected that the new process will provide more intervention early in a students course but a more streamlined exclusion process.

7.3 Planned student visa changes

The Manger ESOS and Visa Compliance briefed the group on planned DIAC changes to student visas. Legislation is currently before Parliament. DIAC is planning to change the regulations concerning evidence required to meet the financial requirements for student visas – specifically increasing the amount required to cover living expenses from \$12,000 to \$18,000 pa. This will affect all student visa applicants regardless of assessment level although different evidentiary requirements apply to the differing assessment levels.

7.4 Baird ESOS Review

The Manger ESOS and Visa Compliance advised that the interim report of the Baird review was due for publication in early December.

8. Other Business

No matters of 'other business' were raised

9. Next meeting

Meeting 1/10 of the Advisory Group will be held on Wednesday 17 March at 10am at MCPL Conference Room, Building 73, Room 2.09.