**UCPC Recruiting and Hosting International On-Shore Students**

**Course Offering Considerations & Requirements**

**Instructions**

Use this document in the new course proposal consideration process or changes to existing CRICOS registered courses. Schools and Faculties should consider a range of issues particular to international students if they intend offering the course on-shore.  This document provides a checklist to work through relevant considerations and it should be submitted to UCPC (University Course Planning Committee) alongside other course documents.

Enquiries to: PVC (International Education & Partnerships) Office [Heather Cavanagh](mailto:hcavanagh@csu.edu.au) ext 34332

**1. GENERAL**

|  |  |  |
| --- | --- | --- |
| **Consideration** | **Yes** | **No** |
| The School and or Faculty understands the undertakings given by the University to DIAC in respect of the streamlined visa processing arrangements at this webpage. <http://www.immi.gov.au/business-services/education-providers/_pdf/uni-csu-plan.pdf> |  |  |
| The School and or Faculty has a working understanding and is mindful of the need to comply with [*The National Code*](file:///D:\Users\mevans\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\ZIGBXR7U\.https:\aei.gov.au\Regulatory-Information\Education-Services-for-Overseas-Students-ESOS-Legislative-Framework\National-Code\Pages\default.aspx) - a set of nationally consistent standards which governs the protection of overseas students and delivery of courses to those students? |  |  |

**2. MARKETING**

|  |  |  |
| --- | --- | --- |
| **Consideration** | **Yes** | **No** |
| The University’s [International Marketing Policy](http://www.csu.edu.au/adminman/mar/policy-intern-marketing.pdf) has been read by appropriate staff in the Faculty. |  |  |
| The School/Faculty has developed a marketing plan for this course for the recruitment of international full-time students to study on-shore ie at CSU campuses in Australia |  |  |
| Which of the following countries will be targeted as part of the marketing plan?  *Please tick:*  Bangladesh Canada China Hong Kong India  Malaysia Nepal Singapore Sri Lanka South Korea Pakistan Philippines France United Kingdom USA  Vietnam  Other? | | |
| Does your marketing strategy include providing information to Agents and/or Partners? |  |  |
| Have you discussed your recruitment and marketing strategy with the Division of International Education and Partnerships?  Name: |  |  |
| Will Students enter the course via a pathway?  From which Partner(s)?..................................................................................................... |  |  |

**3. CAMPUS CAPABILITY**

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| --- | --- | --- |
| **Consideration** | **Yes** | **No** |
| Will the ratio of international to domestic student exceed 30% of the total cohort on any campus? |  |  |
| How many international students are proposed to be recruited each year?  Please circle:  1-5 6-10 11-20 21-40 41+ | | |
| Where is it planned to offer this course to international on-shore students?  *Please tick:*  Albury-Wodonga Bathurst Canberra Dubbo  Goulburn Manly Orange Parramatta  Port Macquarie Wagga Wagga Wangaratta CSU Ontario  Study Centre-Melbourne Study Centre–Sydney  Other: | | |

**4. COURSE**

|  |  |  |
| --- | --- | --- |
| **Consideration** | **Yes** | **No** |
| Is the qualification recognised as an entry to a profession in Australia? |  |  |
| Is the qualification recognised as an entry to a profession in other countries?  *Please tick:*  Bangladesh Canada China Hong Kong India  Malaysia Nepal Singapore Sri Lanka South Korea Pakistan Philippines France United Kingdom USA  Vietnam  Other? |  |  |
| If the course is currently running, based on the current domestic cohort: (please circle)  1) is attrition above or below CSU averages? Above At average Below  2) is academic progression above or below CSU averages? Above At average Below | | |
| Are School/Faculty staff aware that international students can only be granted leave in exceptional circumstances and it must be additional approved by the Division of Student Administration? |  |  |
| Does the course involve off-site professional practice, workplace learning or fieldwork?  If yes, please attach detail. |  |  |
| Is this professional practice, workplace learning or fieldwork paid? |  |  |
| Is student placement and/or work experience required to enable successful course completion? |  |  |
| Is the course new to the University? If ‘Yes’ please skip to section 5. |  |  |

|  |  |  |
| --- | --- | --- |
| **Consideration** | **Yes** | **No** |
| Do any domestic students currently participate in Study Abroad to include international study as a component of their course? |  |  |
| Have domestic students successfully graduated from this course? |  |  |

**5. STUDENT SUBJECT PLANNING**

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| --- | --- | --- |
| **Consideration** | **Yes** | **No** |
| Can the Student complete 75% or more of subjects each semester by face to face teaching at all campuses where the course is to be offered? |  |  |

**6. STAFF & TRAINING**

|  |  |  |
| --- | --- | --- |
| **Consideration** | **Yes** | **No** |
| Has a person who has completed the ISANA international training online modules approved this document and evaluated the course for potential critical incidents?  Name: |  |  |

Signature of Dean\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**7. SERVICES AND FACILITIES (to be completed by the Dean of Students)**

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| --- | --- | --- |
| **Consideration** | **Yes** | **No** |
| Is there suitable accommodation been taken into account for the opening of this course to international students? |  |  |
| Is appropriate public transport available at the proposed campuses? |  |  |
| Is there appropriate English language support relevant to the course requirements available on the proposed campuses, including provisions to maintain English language proficiency? |  |  |
| Is a designated international support officer available on all of the proposed campuses of offering? |  |  |
| Is there appropriate face-to-face learning skills support available for students at all of the proposed campuses of offering? |  |  |

Signature of Dean of Students \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_