**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 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%3A%5CUsers%5Cmevans%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CTemporary%20Internet%20Files%5CContent.Outlook%5CZIGBXR7U%5C.https%3A%5Caei.gov.au%5CRegulatory-Information%5CEducation-Services-for-Overseas-Students-ESOS-Legislative-Framework%5CNational-Code%5CPages%5Cdefault.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**

|  |  |  |
| --- | --- | --- |
| **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–SydneyOther:  |

**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**

|  |  |  |
| --- | --- | --- |
| **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)**

|  |  |  |
| --- | --- | --- |
| **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\_\_\_\_\_\_\_\_\_\_\_\_\_\_