International students: rights and responsibilities

National Code of Practice 2007

International student responsibilities

The provision of education to international students is regulated by the Department of Education, through the Education Services for Overseas Students Act 2000 (ESOS) legislation.

The National Code of Practice is established under the ESOS act and provides standards on the rights and responsibilities of international students and University responsibilities.

Your responsibilities under the Code

- You should complete your study (including any compulsory registered work-based placement) within the duration of your Confirmation of Enrolment (CoE)
- You may enrol externally as long as your total course enrolment in external units does not exceed 25%
- You must enrol in at least one internal unit in all compulsory study periods
- You must maintain satisfactory academic course progress
- You must maintain your Overseas Student Health Cover (OSSC) for the duration of your stay in Australia
- You must inform QUT if you change your address within seven days of arrival or changing your address
- You must study at QUT for the first six months of your principal course
- If you are under 18, you need to maintain your approved accommodation, support and welfare arrangements
- You must hold a valid visa with study rights while in Australia
- Your request for deferral or suspension of studies will only be approved in limited circumstances

In addition to the above, QUT International College students must also maintain satisfactory attendance. Students must attend at least 80% of all lectures and tutorials in courses where attendance is monitored eg QUTIC courses.

QUT student email account

QUT communicates all official matters with you using your QUT student email address. You are expected to check your student email account regularly for important notices.

Monitoring your studies

Where possible we encourage you to be proactive in requesting support and assistance from QUT services to ensure you are on track and performing satisfactorily in your studies.

Students should begin their first study period with a full standard program appropriate to their course (eg: 48 credit points per semester for undergraduates)

It is imperative that students who are at risk of not passing all units due to personal issues seek additional support from QUT International Student Services. Early intervention and prevention is highly encouraged. Students at risk of not passing due to academic issues with coursework are encouraged to meet with Faculty staff for assistance on coursework options and revised study plans.

If your enrolment is terminated by QUT as a result of unsatisfactory academic progress (exclusion) or unsatisfactory attendance, you are in breach of your student visa. This breach carries serious implications for your student visa and future study possibilities in Australia.

Completion within expected CoE duration

The registered duration noted on your CoE for all courses is based on the normal amount of full-time study. At QUT a full-time study load is 48 credit points each semester. However, if you have been granted advanced standing (credit) based on approved prior learning the duration of study on your CoE may be adjusted to reflect the reduced duration (where advanced standing is 48 credit points or greater).

There are only limited circumstances in which you are permitted to reduce your study load causing an extension of the duration of your course. Extension of studies can only be granted in limited circumstances, where supported by documented evidence and an intervention strategy completed in consultation with QUT Faculty or International Student Services staff.

QUT monitors student course progress and study load each semester and will contact students deemed at risk of not completing their course within their CoE duration or making satisfactory course progression.

See QUT international students course progress procedures for detailed information.

Appeals

International students have the right to an appeal for QUT initiated suspension or cancellation of enrolment. Students will receive notice of intention to cancel enrolment and are allowed 20 working days to access QUT’s internal complaints and appeals process as detailed in the letter of notice. If you have not appealed or your appeal outcome is unsuccessful your course status will be reported to the Department of Education, through PRISMS. This action automatically alerts the Department of Immigration and Border Protection (DIBP) and this may affect your Student Visa status. If you require help with the appeal process or understanding your rights and responsibilities, talk to an adviser at International Student Services.

QUT initiated cancellations include:
- non payment of fees
- unsatisfactory attendance (International College students only)
- unsatisfactory academic progress

Student initiated cancellations (not subject to an internal appeals process) include:
- non commencement of course within 31 days (within 14 days for students under the age of 18)
- not returning to classes after a break and/or failing to enrol in any units after semester has resumed
- cancellation or suspension of studies on compassionate grounds where student has submitted and requested a Leave of Absence
- cancellation of studies because student has requested to be withdrawn from course online or submission of Cancellation form
- change to another course or education provider on student’s request