International Students: course progress & visa responsibilities

Leave of Absence
You may need to take time away from your study. If you require a break (of up to 1 year) you may apply for a leave of absence. You should have a compelling or compassionate reason for taking leave and should not remain in Australia while on leave.

If your leave is approved, DIAC will be notified and your CoE will be adjusted to reflect your new expected completion date.

To apply, complete the online form in SOLS.

Reduced study load
To complete your course within the time frame of your CoE, you will normally be required to study 24 credit points per session. In compelling or compassionate circumstances you may apply to reduce your study load. You need the approval of your faculty.

Complete the online form in SOLS. Make sure you also complete the downloadable form to be signed by your faculty.

Notify change of address
It is important that the University is able to contact you in an emergency. Your visa also requires you to notify the University of any change of address within 7 days.

Keep your address up to date in SOLS.

Leaving the University
You may find that you are unable to start or continue your study at the University.

If you have completed less than 6 months in your principal course at the University you will need to apply for a Letter of Release. Use the form available through the current students website. You will need to have a compelling or compassionate reason.

If you have completed more than 6 months of your principal course at the University, submit a Course Withdrawal form; available online in SOLS. You will need to show that you are changing providers or leaving the country.

Pay fees on time
To avoid having your enrolment cancelled, ensure you pay your fees before the census date. The census date for Autumn is the 31 March and the 31 August for Spring.

If you are experiencing difficulty paying your fees on time, go to Student Central; you may be able to negotiate a payment plan.

Important websites to visit—
- International students
  www.uow.edu.au/student/international
- Student services
  www.uow.edu.au/student/services
The provision of a quality education and the protection of your rights are legislated in Australian law through the Education Services for Overseas Students (ESOS) Act 2000 and the National Code 2007. The two requirements under the ESOS legislation which most affect your studies are:

- you must complete your course within the duration specified on your Confirmation of Enrolment (CoE)
- you must maintain satisfactory course progress.

Understanding your responsibilities and the processes in place to assist you complete your study helps you to make the right decisions and maximise your study options. This brochure outlines administrative processes that will help you manage your study.

**Intervention strategy**

If you are experiencing difficulties with maintaining satisfactory course progress, an intervention strategy is designed to help you.

**What is satisfactory course progress?**

The Course Progress Rules require that for each session you pass more than 50% of the subjects in which you are enrolled. There are 3 stages of course progress for undergraduate students and 2 stages for postgraduate students.

Failure to satisfy course progress requirements will result in exclusion. Your enrolment will be suspended; the University will notify the Department of Immigration and Citizenship (DIAC); and your student visa may be cancelled.

**Complaints and appeals**

The University has a complaints and appeals process. If your enrolment is cancelled for any reason you will be notified in writing and given details of the appeal process you should follow. You will have 20 working days in which to submit an appeal to Student Central.

If your appeal is unsuccessful, you have the right to access an independent appeals process. You have 10 working days, from the completion of your internal appeal, to contact the NSW Ombudsman and lodge an external appeal. If you lodge an external appeal, notify the University (in writing) of your action.

None of these processes remove your right to access independent legal advice in order to solve any dispute you may have with the University.

**Advanced standing**

If you have successfully completed a course or part of a course at another university or college, you may ask to have credit from that course applied to your record. For information on advanced standing and how to apply, contact Student Central.

Advance standing may alter the expected completion date on your CoE.

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**The stages of undergraduate course progress**

1. **Referral**
   - Negotiate an intervention strategy with your faculty
   - Access Student Services

2. **Probation**
   - Negotiate an intervention strategy with your faculty
   - Access Student Services

3. **Excluded**
   - Access the appeals process
   - You will be reported to DIAC if you do not appeal or if your appeal is unsuccessful

**The stages of postgraduate course progress**

1. **Probation**
   - Negotiate an intervention strategy with your faculty
   - Access Student Services

2. **Excluded**
   - Access the appeals process
   - You will be reported to DIAC if you do not appeal or if your appeal is unsuccessful

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**Negotiate an intervention strategy with your faculty**—
- download the form from the current students website

**Seek help from student services**—
- access the website
- contact your faculty Student Support Adviser (SSA)