



STUDENT DETAILS: (This section must be completed in full)

Student Identification Number:

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Please tick:

Domestic Student

International Student

TITLE eg. Mr/Ms/Mrs

SURNAME/FAMILY NAME

GIVEN NAMES

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Contact Details:

Home phone:

Email:

Mobile:

Course Name:

MEETING / APPOINTMENT – FIRST INTERVIEW WITH STUDENT

DATE:

VENUE:

INTERVIEW WITH:

BACKGROUND INFORMATION – REASONS WHY INTERVENTION STRATEGY IS NEEDED

Poor academic performance to date

Personal issues affecting academic performance

Other (please define below):

Academic Status – Last Semester: Year ___ Sem ___ Good Standing On Probation Conditional Terminated

Academic Status – Current Semester: Year ___ Sem ___ Good Standing On Probation Conditional

Please detail circumstances which have contributed to Unsatisfactory Academic Progress (attach additional pages as required)

STRATEGY OPTIONS – PLAN TO BE IMPLEMENTED

Student to attend academic skills workshop(s) provided by Student Life or other skills workshops (e.g. clinical skills laboratories/practicums or similar).

Student strongly recommended engaging a tutor to support the student's study in a particular unit(s) (at their own cost).

Student to meet on a regular basis (to be defined below) with the relevant Course Coordinator.

Student to access (or continue to access) counselling service via the University Counsellors (Student Life Office).

Student to be paired with an appropriate student mentor.

Student to change course/degree to a more suitable program (complete section below)

Student to change unit enrolment (reduce load) for a particular semester (complete section below)

Student to meet specific attendance requirements for unit(s) (as defined below).

Other (please detail):

STRATEGY - CHANGE OF COURSE

This strategy must be discussed in detail with the Student, and specifically the impact a Change of Course may have on an International Student's Visa (their current CoE would be cancelled and another issued).

Current Course:	
Recommended New Course:	

**note: this is not approval to change course; it is a recommendation only*

Has this Student been counselled by the relevant Course Coordinator of the New Course? Yes No

If Yes, has this Student completed a Change of Course form? Yes (must be attached) No

Note: *an international student who is at risk of being terminated from their course should be counselled to change their course before the Board of Examiners determines their Termination from Course. Termination from Course for an International Student is equivalent to Termination from University and may result in the Student being returned to their home country and being unable to apply to study in Australia for a lengthy period of time.*

STRATEGY - CHANGE OF UNIT ENROLMENT

This strategy must be discussed in detail with the Student, and specifically the impact a Change of Enrolment may have on an International Student's ability to complete their course within the specified course duration. Where the Change of Enrolment means the Student cannot complete their course within the course duration on their CoE, the Student will need to apply for an extension of their Student Visa.

Last Semester Enrolment Load:	_____ UNITS (number of units)
This Semester Enrolment Load:	_____ UNITS (number of units)

Note: *an International Student cannot have a unit load of less than 50% without the written authorisation of the Registrar (or delegate).*

Current eCoE Completion Date*:

THIS MUST BE COMPLETED AT INTERVIEW

**this will need to be obtained from a copy of the Student's eCoE or by phoning the International Student Officer in Student Administration.*

Has the Student been advised of the penalties of withdrawing from units after the Census Date and Academic Penalty Date (if these have passed)?

Yes No

Has the Student **completed and signed a Change of Enrolment form** to activate this reduced load?

Yes (must be attached) No (a reduction in load cannot be actioned without this form)

FOR INTERNATIONAL STUDENTS ONLY:

Has this Student been advised that in order to complete their course within the specified course duration (i.e. the date on their eCoE), the student may need to overload (only with approval), enrol in cross-institutional units available online/by distance learning (only with approval), enrol in ND Summer/Winter Term units (only with approval) or apply for an extension of their Student Visa in the future?

Yes No

Does this reduced enrolment load impact on the specified course duration (i.e. the date on their eCoE)?

Yes No

If Yes, this section MUST be completed:

Specify New Expected Completion Date:	
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PLEASE ATTACH A REVISED COURSE PLANNER/DEGREE STRUCTURE/STUDY PLAN FOR THIS INTERNATIONAL STUDENT IF THEIR EXPECTED COMPLETION DATE HAS CHANGED

Note: *A reduction in study load will impact on the Student's Visa which was issued for the minimum course duration, and therefore the student's visa may need to overload (only with approval), enrol in cross-institutional units available online/by distance learning (only with approval), enrol in ND Summer/Winter Term units (only with approval) or apply for an extension of their Student Visa towards the end of their course.*

DURATION OF INTERVENTION STRATEGY – START AND END DATESDuration of THIS Intervention Strategy: One Semester Two (consecutive) SemestersIntervention Strategy **START** period: Semester: _____ Year: _____*or enter date:*Intervention Strategy **END** period: Semester: _____ Year: _____*or enter date:***FOLLOW UP OF INTERVENTION STRATEGY – NEXT INTERVIEW WITH STUDENT**

Next interview with Student arranged for:

Interview to be with (name of academic): _____

FOLLOW-UP ACTIONS FOR NEXT INTERVIEW*- Detail what follow up actions will be undertaken to measure the success or otherwise of the strategy (attach additional pages as required)***SCHOOL APPROVAL**Dean's Signature:
(First School)

Date:

Dean's Signature: (Second
School if required)

Date:

STUDENT ACCEPTANCE

By signing this Intervention Strategy Form, I confirm I have discussed these options with a representative of my School and accept the strategies outlined in this form as appropriate. **I have received a copy of this Intervention Strategy for my records. I understand that this Intervention Strategy is only effective once signed by my School and by myself.** If I am an International Student, I understand the consequences of reducing my enrolment load in a given semester and that this may impact on my Student Visa and my expected course completion date specified on my Confirmation of Enrolment (CoE). I agree to contact the International Student Officer in Student Administration if I have any questions or concerns regarding my enrolment/Student Visa/CoE.

Student's Signature:

Date:

PLEASE ENSURE:

COPY HAS BEEN GIVEN TO STUDENT

COPY FOR SCHOOL FILE

ORIGINAL SENT TO STUDENT ADMIN**OFFICE USE ONLY**

Deputy Registrar signature:

Date:

____/____/____

International Officer
(Student Admin):

Date confirmation Letter Sent:

____/____/____ initials: ____

Noted on Maze and Intl Master Database:

____/____/____ initials: ____