



INTERVENTION STRATEGY FORM

This document should be completed only after a meeting between the Program Coordinator or Dean and the student has taken place. The form should be forwarded to Student Administration to be placed on the student's file. If an approved Study Plan reduces the program completion time, then this document will be used by Student Administration to amend the eCOE of international students for the period stated below.

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:

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Email:

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Mobile:

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Program Name:

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MEETING / APPOINTMENT – FIRST INTERVIEW WITH STUDENT

DATE:		VENUE:		INTERVIEWED BY:	
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BACKGROUND INFORMATION – REASONS WHY INTERVENTION STRATEGY IS NEEDED

<input type="checkbox"/> Poor academic performance to date	<input type="checkbox"/> Personal issues affecting academic performance
<input type="checkbox"/> Other (please define):	

ACADEMIC STATUS

Last Study Period:
_____ (e.g. 19S1)

Current Study Period:
_____ (e.g. 19S2)

- Good Standing
- On Probation
- Conditional
- Terminated

- 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 Notre Dame Study Centre (NDSC) 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 course(s) (at their own cost).
- Student to meet on a regular basis (to be defined below) with the relevant Program Coordinator.
- Student to access (or continue to access) counselling service.
- Student to be paired with an appropriate student mentor.
- Student to change to a more suitable program (complete section below).
- Student to change course enrolment (reduce load) for a particular study period (complete section below).
- Student to meet specific attendance requirements for course(s) (as defined below).
- Other (please detail):

STRATEGY - CHANGE OF PROGRAM

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

Current Program:	
Recommended New Program:	

**note: this is not approval to change program; it is a recommendation only. Change of Program form to be submitted.*

Has this Student been counselled by the relevant Program Coordinator of the New Program? Yes No
 If Yes, has this Student completed a Change of Program form? Yes (attach) No

Note: *an international student who is at risk of being terminated from their program should be counselled to change their program before the Board of Examiners determines their Termination from Program. Termination from Program 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 COURSE ENROLMENT/ REDUCTION IN LOAD

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 program within the specified program duration. Where the Change of Enrolment means the Student cannot complete their program within the program duration on their CoE, the Student will need to apply for an extension of their Student Visa.

Current Enrolment Load:	<input type="checkbox"/> 1.0 or <input type="checkbox"/> _____
Recommended Enrolment Load*:	<input type="checkbox"/> 1.0 <input type="checkbox"/> 0.75 <input type="checkbox"/> 0.5 *

**Must not be below 0.5 unless approved by the Registrar and followed by overloads in subsequent semesters or enrolments in Summer and/or Winter Terms. This will be monitored by Student Administration. Any part-time enrolment load after two consecutive study periods must be preceded by a further completed Intervention Strategy form and an interview with the Dean (or delegate).*

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

Has the Student been advised of the penalties of withdrawing from courses after the Census Date and Academic Penalty Date (if these have passed)? Yes No

Has the Student been advised to update their enrolments online in their Student Centre to activate this reduced load? Yes No

FOR INTERNATIONAL STUDENTS ONLY:

Has this student been advised that, in order to complete their program within the specified program duration (i.e. the date on their eCoE), the student may need to overload (only with approval), enrol in cross-institutional courses available online/by distance learning (only with approval), enrol in ND Summer/Winter Term courses (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 program duration (i.e. the date on their eCoE)?* Yes* No

***If Yes, this section MUST be completed AT INTERVIEW:**

Current eCoE Completion Date**:	
Specify New Expected Completion Date:	

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

PLEASE ATTACH A REVISED PROGRAM 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 program duration, and therefore the student may need to overload (only with approval), enrol in cross-institutional courses available online/by distance learning (only with approval), enrol in ND Summer/Winter Term courses (only with approval) or apply for an extension of their Student Visa towards the end of their program.*

DURATION OF INTERVENTION STRATEGY – START AND END DATES One Study Period Two (consecutive) Study Periods

Intervention Strategy START period:	<input type="checkbox"/> Study Period ____ Year ____ OR <input type="checkbox"/> Date: _____
Intervention Strategy END period:	<input type="checkbox"/> Study Period ____ Year ____ OR <input type="checkbox"/> 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 study period and that this may impact on my Student Visa and my expected program 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:	
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SCHOOL USE ONLY

<input type="checkbox"/> COPY HAS BEEN GIVEN TO STUDENT	<input type="checkbox"/> ORIGINAL SENT TO STUDENT ADMIN
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STUDENT ADMINISTRATION USE ONLY

Registrar signature:		Date:	
International Officer:	<input type="checkbox"/> Confirmation Letter Sent	Date:	Initials:
	<input type="checkbox"/> Noted in PS and Intl Master Database:	Date:	Initials:

Privacy Statement

The information provided in this form will only be used for the administrative or educational purposes of the University, or in accordance with your specific consent. The University will not disclose your personal information to a third party unless required to or permitted by law or where you have consented to the disclosure. Information relating to how the University collects uses or discloses your personal information and how you may complain about the University's handling of your personal information is contained in the University's Privacy Policy at <http://www.nd.edu.au/copyright.shtml#Privacy>. You have a right to access your personal information that the University holds about you and to seek its correction. If you wish to access your personal information or inquire about the handling of your personal information, please contact the relevant Campus Registrar via email: Fremantle.Registrar@nd.edu.au (for Broome / Fremantle Students), or Sydney.Registrar@nd.edu.au (for Sydney Students)

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