



International Students Programme Policy

POLICY OBJECTIVES

1. Recognise the different needs of international students.
2. Meet these needs by the provision of appropriate English language tuition, high quality academic instruction, home-stay arrangements and personal support.
3. Ensure that the International Students' Management Committee monitors all aspects of the International Students' Programme to enable the needs of international students to be met.
4. Enhance the learning environment of the school by ensuring that all students are introduced to a variety of cultures.
5. Return to the Board of Trustees an agreed annual net profit. It is recommended that this be no less than 25% of the programme's gross income. The only exception to this will be for three years during the rebuilding phase post COVID when returns may be less due to bringing staff and programmes back on line.
6. Observe and be bound by the Code of Practice for the Pastoral Care of International Students.

Guidelines

1. The Board of Trustees annually appoints an International Students' Management Committee which comprises:
 - Chairperson – a member of the Board of Trustees
 - International Students' Programme Director
 - School Principal
 - Other Board of Trustees' representatives if required
 - Dean of International Students
 - Head of Department for ESOL
 - International Marketing Managers
 - Executive Officer
 - Independent Advisor - co-opted annually
2. The International Students' Management Committee :
 - a) Meets at least once per term and receives written reports from the Director the Dean of International Students, the Marketing Managers, the Homestay Coordinator and the Executive Officer.
 - b) Receives reports on all marketing trips that have taken place since the last



meeting and assesses points of action or recommendations.

- c) Monitors the International Students' Programme budget and marketing plan approved by the Board of Trustees.
 - d) Reviews the fee structure annually and makes appropriate recommendations to the Board of Trustees.
3. The International Students' Programme Director prepares an annual business plan for approval by the Board of Trustees.
 4. The Head of Department of the English for Speakers of other Languages (ESOL) Department is responsible for planning, implementing, monitoring and evaluating programmes as appropriate, to meet the needs of individual international students.
 5. The Dean of International Students is responsible for the welfare of all international students.
 6. In accepting international students, consideration is given to ensuring a balance of cultures.
 7. The ideal number of international students is **15% of the total roll**.

Kaikorai Valley College became an approved signatory to the Code of Practice for the Care of Pastoral Students on September 10th, 2002 and remains a signatory to the Education (Pastoral Care of International Students) Code of Practice, 2016.

Date of Confirmation by the Board of Trustees	17 May 2001
Reviewed and ratified by Board	24 May 2015
Reviewed and by the International Student Management committee	9 August 2017
Reviewed and Ratified by the Board	30 August 2017
Reviewed by the International Student Committee	4 March 2019
Approved by the Board	01 May 2019
Reviewed	25-05-2022