

Completion Within the Expected Duration of Study Procedure

Policy Code: LT892

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Purpose

Standard 8 of the National Code 2018 requires Registered Providers:

- to monitor the enrolment load of students at all times to ensure they are able to complete the program within the duration specified on their Confirmation of Enrolment (CoE);
- ensure students do not exceed the allowable portion of online or distance learning
- only extend the duration through the issuing of a new CoE in limited circumstances.

This procedure describes how the University meets these requirements.

Scope

This Procedure applies to all **international students** studying **on shore** holding a **Student Visa** as a **student** of the **University**. This is irrespective of where the program is delivered on-shore.

Definitions

Term	Definition
Compulsory Study Period:	A compulsory study period is one in which the student must enrol unless granted a deferment or suspension from enrolment or leave from studies as per the Deferment, Suspension or Cancellation of a Student's Enrolment (ESOS Specific) Procedure . A compulsory study period does not include teaching periods in which the student can elect to undertake additional studies i.e. a summer teaching period is not compulsory unless it is the commencing teaching period of the student's enrolment in the program.
CoE:	Confirmation of Enrolment - A document provided electronically, which is issued by the University to intending international students and which must

Term	Definition
	accompany their application for a student visa. It confirms the overseas student's eligibility to enrol in the particular program of the University.
Compassionate or Compelling Circumstances:	<p>Compassionate or compelling circumstances are generally those beyond the control of the student and which have an impact upon the student's program progress or wellbeing. These could include, but are not limited to:</p> <ul style="list-style-type: none"> • Serious illness or injury, where a medical certificate states that the student was unable to attend classes; • Bereavement of close family members such as parents or grandparents; • Major political upheaval or natural disaster in the home country requiring emergency travel when this has impacted on the student's studies; or • A traumatic experience which could include: <ul style="list-style-type: none"> • <i>Involvement in, or witnessing of a serious accident; witnessing or being the victim of a serious crime.</i> When this has impacted on the student. (Note these cases should be supported by police or psychologists' reports) • Where the registered provider was unable to offer a pre-requisite course/unit; or • Inability to begin studying on the program commencement date due to delay in receiving a student visa.
Course / Unit / Module:	Component of a program of education or training.
Credit:	Exemption from enrolment in a particular part of a program as a result of previous study, experience or recognition of a competency currently held. Includes academic credit and recognition of prior learning.
CRICOS:	The Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) is the register prescribed under Section 10 of the ESOS Act.
CUP:	Centre for University Partnerships
Distance Learning:	Distance learning is study in which the teacher and overseas student are separated in time or space throughout the duration of the course/unit of study. Distance learning differs from online learning in that the study may be undertaken through written correspondence and exchange of hard copy materials.
ESOS Act:	The Education Services for Overseas Students Act 2000 of the Commonwealth of Australia, as amended from time to time.
Expected Duration:	<p>For the purposes of Standard 8, the expected duration of a program is the duration of the program is specified on the student's CoE.</p> <p>The expected duration for overseas students should not differ from length of program as registered on CRICOS except where program credit has been approved.</p>
School:	School delivering programs to international students
Immigration	Department of Home Affairs
On line learning:	Online learning is study in which the teacher and overseas student communicate mainly through electronic technologies for the course. Online learning does not include the provision of online lecturers, tuition or other resources that supplement scheduled classes or contact hours.

Term	Definition
PRISMS:	The Provider Registration and International Student Management System
Program:	Program of education or training. Defined as Course in the ESOS Act.
Partner Provider:	Educational institution providing courses and programs of the University through an education agreement.

Actions

	STEPS	WHO IS RESPONSIBLE?	COMMENTS
1.	<p>Student is enrolled as per the Letter of Offer & Acceptance Agreement, CoE. This establishes the planned study load.</p> <p>Student's enrolment will be monitored each semester/teaching period to ensure correct enrolment subject to any decision/action listed in Point 2.</p>	Student HQ/PP	Students must not undertake more than one third of total program study in online or distance learning and must not be enrolled exclusively in distance or online learning courses in any compulsory study period unless it is the student's final course.
2.	<p>A decision / action has occurred as a result of either:</p> <ul style="list-style-type: none"> Compassionate or compelling circumstances as listed in definitions Monitoring program progression (Standard 8), or Deferment, suspension or cancellation of enrolment (Standard 9), or A course/unit/module not being able to be offered, <p>that affects the student's ability to complete their program within the required duration.</p>	School/Student HQ/PP	Refer to Procedures: Monitoring Course Progression and Deferment Suspension or Cancellation of a Students Enrolment (ESOS Specific)
3.	<p>Student HQ will advise CUP if the student will not be able to complete the program within the duration noted on their CoE.</p> <p>PP will monitor the the study plan for students enrolled at their teaching location.</p>	Student HQ/PP	Changes in study load will require an extension to the duration listed on the CoE.
4.	Students who require an extension to their study plan will be advised to complete the Application for New Confirmation of Enrolment (COE) Form.	Student HQ/PP	Records of notification /form must be kept in the student's file.

	STEPS	WHO IS RESPONSIBLE?	COMMENTS
5.	Student fills out Application for New Confirmation of Enrolment (COE) Form. If required the student will ask the program coordinator, academic coordinator or Student HQ to complete Section 5 of form.	Student/PP/School/Student HQ	Academic coordinator or program coordinator in the School, PP or Student HQ will complete Section 5 listing reason for the extension for student to complete program. Students at campuses will return the form to CUP or Student HQ. PP students will return the form to their Administration Office.
6.	Report to Immigration via PRISMS any changes to CoE.	CUP	Reporting the student (issuing a new CoE) should occur as soon as it is known the student cannot reasonably complete his or her program within the expected duration as specified on the student's CoE.
8.	Students under enrolling without prior approval are to be advised to enrol in correct load.	CUP/PP	Failure to enrol in correct load after being requested to do so, may result in a refusal of extension to CoE. Notification to be kept on student's file.

Note:

Where a student finishes study early, the University will notify this early completion to Immigration via PRISMS. The Student will be notified of this intention to report early finish.

Responsibilities

Specific responsibilities for included under Actions.

- CUP
- School
- Partner Provider
- Student

Policy Base

- [ESOS Act 2000](#).
- [The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018 \(The National Code\)](#).

Associated Documents

- [Monitoring Course Progression Procedure](#).
- [Deferment, Suspension or Cancellation of a Student's Enrolment \(ESOS Specific\) Procedure](#).

- [Intervention Strategy - Monitoring Course Progression Guidelines](#)

Forms/Record Keeping

Title	Location	Responsible Officer	Minimum Retention Period
Variation to study load and reasons	Student File	School	7 years after completion of course.
Copies / Evidence of notification & communication to student of need for new CoE & reporting to Immigration	Student File	CUP/PP	7 years after completion of course.

Implementation

This Procedure will be implemented using the following strategies:

1. An Announcement Notice under the University's news website and on the '*Recently Approved Documents*' page on the University Policy website to alert the University-wide community of the approved Procedure.