

Completion within the Expected Duration of Study Procedure

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Purpose

The purpose of this procedure is to identify and support international students with the progression and timely completion of their Federation University course/qualification.

This procedure describes how the University will:

- monitor the enrolments and unit/module loads of international students to ensure they are able to complete the course/qualification 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 aligning with legislative requirements.

Scope

This procedure applies to all **international students** holding a **Student Visa** as a student of the University. This is irrespective of where the course/qualification is delivered.

Legislative context

This procedure ensures compliance with the following legislative and regulatory requirements in Australia:

- [Education Services for Overseas Students Act 2000](#)
- [National Code of Practice for Providers of Education and Training for Overseas Students 2018](#)

Definitions

Term	Definition
CoE	Confirmation of Enrolment - A University issued document, provided electronically to international students, which must accompany their application for a student visa. It confirms the student's eligibility to enrol in the course/qualification of the University, at a specific teaching location.
Compassionate and 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 course/qualification 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 but is not limited to: <ul style="list-style-type: none"> • involvement in, or witnessing of a serious accident; • witnessing or being the victim of a serious crime 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 core, pre-requisite or requisite unit/module; or • Inability to begin studying on the course/qualification commencement date due to delay in receiving a student visa.
Completion	Completion is when an international student successfully completes the academic requirements of their course/qualification.
Compulsory Teaching Period	A period of study within a course/qualification that is compulsory. This may be a semester, trimester or term.
Credit	Exemption from enrolment in a particular part of a course/qualification as a result of previous study, experience or recognition of a competency currently held. This 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 Division 4 of the ESOS Act.

Cross Institutional Enrolment	When a Federation University student studies at another university in Australia for one or more individual units/modules.
Cross Provider Enrolment	When a Federation University student studies at another Federation University teaching location for one or more individual units/modules.
Course	Course of education and training for higher education including research.
Distance Learning	Distance learning is any study in which the overseas student undertakes off campus and does not require the overseas student to physically attend regular study on campus. learning differs from online learning in that the study may be undertaken through written correspondence and exchange of hard copy materials.
Expected Duration	<p>For the purposes this Procedure and in accordance with of Standard 8 of the National Code, the expected duration of a course/qualification is the duration specified on the student's CoE.</p> <p>The expected duration for overseas students should not differ from length of course/qualification as registered on CRICOS except where course/qualification credit has been approved.</p>
fdlGrades	Academic administrative support system.
GRS	Graduate Research School
Immigration	Department of Home Affairs
Institute	Institute delivering courses/qualifications to international students.
Intervention Strategy	<p>Any documented action targeted at addressing the needs of an 'at risk' student. For higher education students, the University uses two levels of interventions:</p> <ol style="list-style-type: none"> 1. A success plan of suggestions of support and enrolments as guided, when a student fails. 2. An action plan for when a student is at risk of Exclusion/Suspension. Referred to as a Success or Action Plan in fdlGrades for higher education students. <p>Intervention strategies must be recorded on the student's study plan.</p> <p>For students in a Research degree, this may be known as a Support Action Plan and may include, but is not limited to:</p> <ul style="list-style-type: none"> • Transition support; • English language support; • Study skills support; • Welfare support; • Reduction in course load; • Increased contact. <p>For further information on Support Action Plans, please see the HDR Candidature Guidelines.</p>

Online Learning	Online learning is study in which the teacher and overseas student communicate mainly through electronic technologies for the unit/module. Online learning does not include the provision of online lecturers, tuition or other resources that supplement scheduled classes or contact hours.
Partner Provider (PP)	Educational institution providing units/modules and courses/qualification of the University through an education agreement.
PRISMS	Provider Registration and International Student Management System.
Qualification	Qualification of education and training for VET. Defined as Course in the ESOS Act.
Research Degree	Degree managed by the Graduate Research School (Doctor of Philosophy, Master of Philosophy and Graduate Certificate in Research). Defined as Course in the ESOS Act.
Student	International student holding a Student Visa, enrolled in a University course at a University campus or at a Partner Provider.
TAFE	Federation TAFE
Teaching Location	Where Federation University courses/qualifications are delivered.
Teaching Location, Current	Teaching location where a student is currently studying their University course/qualification.
Unit/Module	Component of a course/qualification of education or training.
University	Federation University
VET	Vocational Education and Training

Actions

Enrolling

	Activity	Responsibility	Steps
A	Enrolling	Student / Student Administration / Partner Provider (PP) / GRS / TAFE / Global Pathways	<ol style="list-style-type: none"> 1. Student is enrolled as per their International Student Offer Letter & Acceptance Agreement and CoE. This establishes the study plan, planned study load and expected duration. 2. For higher education coursework students, a student's CoE is issued on the basis of a student studying 60 credit points in each compulsory teaching period. An exception to this may be if the student is granted credit

			and does not have 60 credit points to enrol in, in all teaching periods.
B	Mode of enrolment	Student / Institute / Student Administration / Partner Provider (PP) / GRS / TAFE / Global Pathways	<ol style="list-style-type: none"> 1. Students must not undertake more than one-third of the total course/qualification through online or distance learning. 2. Students must be enrolled in at least one unit/module that is not by distance or online learning in any compulsory teaching period unless it is the student's final unit/module.

Monitoring enrolment

	Activity	Responsibility	Steps
A	Monitoring enrolment against study plan	Student / Institute / Student Administration / Partner Provider (PP) / GRS / TAFE / Global Pathways	<ol style="list-style-type: none"> 1. Student enrolls in each study period as per their approved study plan. 2. Student's enrolment will be monitored each teaching period to ensure correct enrolment subject to any decision/action listed in Activity D - Student is unable to complete their course/qualification within the expected duration. 3. Review of students' study plans by Student Administration are conducted prior to semester commencement to allow student to amend enrolment before the last date to add units/modules to enrolment. 4. Students studying with a Federation Campus will be emailed an updated study plan prior to semester commencement where they have failed units/modules, not met pre-requisite requirements or have been approved for a reduced load. 5. Students studying with a partner provider will receive

			<p>ongoing enrolment advice directly from the partner.</p> <ol style="list-style-type: none"> Please see Higher Education Enrolment Procedure for more information for higher education coursework students. Please see HDR Candidate Procedure for more information for higher education research students. Student / Institute / Student Administration / PP / GRS / TAFE / Global Pathways will advise International Student Compliance as soon as it is known that the student will not be able to complete the course/qualification within the duration on their CoE and will record notes relating to this on the student's study plan in fdlGrades for higher education coursework students or MySC for higher education research students. Students who require an extension to their study plan will be advised by email to complete the Application for NewConfirmation of Enrolment (CoE) Form. Research students who have not completed their candidature within the expected duration must apply and receive approval to extend their candidature before applying for a new CoE. Please see HDR Candidature Guidelines for more information on this process. Records of notification/form must be kept in the student's file on applicable system for each department.
B	Monitoring course load	Student Administration / Partner Provider (PP) / TAFE / Global Pathways	<ol style="list-style-type: none"> Course load for students is monitored to ensure that students are enrolled as per their study plan. fdlGrades

			<p><i>Student Plan Load</i> report assists with identification of higher education coursework students that are not enrolled in the correct number of units/modules as per their study plan.</p> <ol style="list-style-type: none"> Students enrolling in a reduced load without prior approval are to be advised by email to enrol in correct load no later than Friday of Week 1 of the semester. Students who fail to add units/modules as requested, or drop units/modules without approval will have their enrolments amended to reflect their study plans no later than Friday of Week 2 of the semester. Students who fail to enrol in correct load after being requested to do so, may not be issued with a new CoE to extend the duration of studies if required at a later date.
C	Monitoring mode of study	Institute / Student Administration / Partner Provider (PP) / TAFE / Global Pathways	<ol style="list-style-type: none"> Mode of study for students is monitored to ensure that students are not enrolled in more online or distance learning than is allowable. <i>fdlGrades Online / Flexible</i> report identifies higher education students that are not enrolled in online units/modules. Students must not undertake more than one-third of the total course/qualification through online or distance learning. Students must be enrolled in at least one unit/module that is not by distance or online learning in any compulsory teaching period unless it is the student's final unit/module. Students enrolled in online or distance learning units/modules that exceed the

			<p>allowable limit or are not enrolled in at least one unit/module that is not online or through distance learning, are to be advised to enrol in correct load.</p> <p>5. Students who fail to amend their units/modules to units/modules not delivered online or distance learning, will have their enrolments amended to reflect their study plans and a compliant enrolment.</p>
D	Student is unable to complete their course/qualification within the expected duration	Institute / Student Administration / PP / GRS / TAFE / Global Pathways / International Student Compliance / Student	<p>1. Student will be required to apply for a new CoE (see Applying for a new CoE) where one of the following circumstances occurs that affects the student's ability to complete their course/qualification within the expected duration:</p> <ul style="list-style-type: none"> • Compassionate or compelling circumstances as listed in definitions; or • Student fails units/modules; or • Student is placed on an Intervention Strategy that reduces their unit/module load; or • Student is approved for Leave from Studies; or • A unit/module not being offered. • Refer to procedures: <ul style="list-style-type: none"> • Monitoring Course/Qualification Progression Procedure; • HDR Candidate Procedure; • VET Qualification Delivery Procedure; • Evidence of Student Participation / Engagement (VET) Procedure; and • Deferment, Suspension or Cancellation of a Student's Enrolment

			<p>(ESOS Specific) Procedure</p> <ol style="list-style-type: none"> Where a unit/module is not being offered at the student's current teaching location, cross provider enrolment should be considered where applicable to assist the student to complete within the expected duration. Where a unit/module is not being offered at any current University teaching location, cross institutional enrolment should be considered where applicable to assist the student to complete within the expected duration.
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Reduced loads

	Activity	Responsibility	Steps
A	Applying for a reduced load	Student	<ol style="list-style-type: none"> Students who are not able to study a full unit/module load as per their approved study plan can apply for a reduced load. Where there are compassionate or compelling circumstances, the request is submitted to International Student Compliance by email for assessment and approval. Reduced load requests for compassionate or compelling circumstances must be submitted with supporting evidence/documentation that confirms the reasons why the student is unable to enrol in a full load. Where a student is approved for a reduced load request submitted after Census Date, the student will remain liable for the cost of undertaking the withdrawn units/modules unless they are also approved for a Remission of Debt. Details of the Remission of Debt criteria can be found at

			the Remission of debt webpage .
B	Assessing reduced load request	International Student Compliance	<ol style="list-style-type: none"> Students do not need approval from International Student Compliance where the student is subject to a reduced unit/module load as per: <ol style="list-style-type: none"> Student is placed on an Intervention Strategy that reduces their unit/module load; or a unit/module not being able to be offered; or failed units/modules. Student must enrol as per the revised study plan and have an Intervention Strategy in place as applicable. See Monitoring Enrolment. Student is notified by email of the outcome of their request. Students reduced load approval is recorded on Study Plan in fdlGrades, with request and supporting documentation saved on the student's file in SharePoint.

Applying for a new CoE

	Activity	Responsibility	Steps
A	Applying for a new CoE	Student / International Student Compliance	<ol style="list-style-type: none"> Prior to current CoE finishing, Student must apply for a new CoE. Students who have not completed their studies at the end of a teaching period but have a finished or finishing CoE will be emailed by International Student Compliance advising them to apply for a new CoE. Student fills out Page 1 of <i>Application for New Confirmation of Enrolment (CoE) Form</i>.

			<ol style="list-style-type: none"> Research students who have not completed their candidature within the expected duration must apply for and receive approval to extend their candidature before applying for a new CoE. Please see HDR Candidature Guidelines for more information on this process. Form is emailed to International Student Compliance for assessment.
B	Assessing application for new CoE	International Student Compliance	<ol style="list-style-type: none"> International Student Compliance will complete Page 2 and 3 listing the reason/s why the student did not complete the course/qualification within the duration listed on the student's CoE. Where International Student Compliance are not able to ascertain the reason for the student not completing within the duration listed on the student's CoE, the Institute, Student Administration, Partner Provider, Global Pathways, TAFE or GRS will be contacted to provide additional information.
C	Issuing a new CoE	International Student Compliance	<ol style="list-style-type: none"> Where the student has an approved reason for not completing their course/qualification within the duration listed on their CoE, a new CoE will be issued to the student through PRISMS. Where a student did not complete their course/qualification within the duration on their CoE due to an Intervention Strategy that resulted in a reduced unit/module load, <i>Implement intervention strategy</i> will be selected as the reason for issuing a new CoE in PRISMS.

			<ol style="list-style-type: none"> 3. Where a student did not complete their course/ qualification within the duration on their CoE due to reasons other than having an Intervention Strategy that resulted in a reduced unit/ module load, <i>Compassionate or Compelling circumstances</i> will be selected as the reason for issuing a new CoE in PRISMS. 4. Students who do not have an approved reason for not completing their course/ qualification within the duration listed on their CoE will not be approved for a new CoE which may prevent them from completing their course/ qualification. 5. Where practical, student should be issued with a new CoE as soon as it is known the student cannot reasonably complete their course/ qualification within the expected duration listed on the student's CoE. 6. The new CoE is emailed to the student using approved template wording advising them that it is their responsibility to know when their student visa is due to expire and apply for a new visa with Immigration prior to the expiry date of their current visa. Students are also recommended to contact Immigration to find out how their extension impacts their current student visa. 7. Completed New Confirmation of Enrolment CoE Form with assessment decision and new CoE is saved to student's file in StudyLink.
D	Applying for a new student visa	Student	<ol style="list-style-type: none"> 1. Student applies online with Immigration for a new student

			visa (if applicable) providing the new CoE issued to them. 2. Student also provides with new visa application, any other documentation required by Immigration.
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Early completions

	Activity	Responsibility	Steps
A	Reporting early completions	International Student Compliance	1. Where a student completes their course/qualification before the expected completion date, the University will notify Immigration of the early completion via PRISMS. 2. The student will be notified of this intention to report early completion and that their CoE will be cancelled.

Supporting documents

- [Academic Governance Policy](#)
- [Global Partners and Community Engagement Policy](#)
- [Monitoring Course/Qualification Progression Procedure](#)
- [Deferment, Suspension or Cancellation of a Student's Enrolment \(ESOS Specific\) Procedure](#)
- [Higher Education Enrolment Procedure](#)
- [International Admissions Procedure](#)
- [HDR Candidature Guidelines](#)
- [HDR Candidate Procedure](#)
- [Application for new Confirmation of Enrolment \(Federation Research students\) \(pdf. file\)](#)
- [Application for new Confirmation of Enrolment \(Federation Master of Social Work \(Qualifying\) students\) \(pdf. file\)](#)
- [Application for new Confirmation of Enrolment \(other on-campus Federation students\) \(pdf. file\)](#)

Responsibility

- Dean, Quality, Partnerships and Accreditation (as the Approval Authority) is responsible for monitoring the implementation, outcomes and scheduled review of this procedure.
- Manager, International Regulatory Services (as the Document Owner) is responsible for maintaining the content of this procedure as delegated by the Approval Authority.

Promulgation

This procedure will be communicated throughout the University community via :

1. A FedNews announcement and on the 'Recently Approved Documents' page on the University's Policy Central website.

Implementation

This procedure will be implemented throughout the University via:

1. A FedNews announcement and on the 'Recently Approved Documents' page on the University's Policy Central website.
2. Staff induction sessions.
3. Training sessions.

Records management

Document title	Location	Responsible officer	Minimum retention period
Variation to study load and reasons	Student File	Institute / GRS / TAFE / PP / Global Pathways / International Student Compliance / Student Administration	7 years after date of completion or withdrawal
Applications for new CoE	Student File	International Student Compliance	7 years after date of completion or withdrawal
Copies / Evidence of notification & communication to student of need for new CoE & reporting to Immigration	Student File	International Student Compliance	7 years after date of completion or withdrawal