

# International Student Completion within Expected Duration of Course Policy

## 1 Purpose

This policy outlines how the Institute adheres to Standard 8 of the National Code 2018 regarding International student's course completion within the expected duration as registered on CRICOS and on a student's Confirmation of Enrolment (CoE).

## 2 Scope

This policy applies to all international students enrolled with Sunraysia Institute of TAFE, enrolment staff and relevant Education Delivery staff responsible for program delivery.

## 3 Policy

**3.1** Sunraysia Institute of TAFE will monitor the workload and progress of international students to ensure on-time completion of the course within the expected duration, as registered on CRICOS and as specified on their CoE.

**3.1.1** Relevant Institute staff and teachers will monitor international student progress in accordance with the Institute's International Student Course Progress and Intervention Strategy Procedure.

**3.2** Sunraysia Institute of TAFE will only extend the duration of a student's study where it is evident that the student will not complete the course within the expected duration, as specified on the student's CoE, as the result of:

- a. Compassionate or compelling circumstances;
- b. An intervention strategy which has been implemented, or is in the process of being implemented, for a student at risk of not meeting satisfactory course progress; or
- c. An approved deferment or suspension of study having been granted in accordance with the International Student Deferral, Suspension or Cancellation of Enrolment Policy and Procedure.

**3.3** Except in the circumstances outlined in 3.2, the expected duration of study specified in the student's CoE must not exceed the CRICOS registered course duration.

**3.4** A CoE for a Certificate or Diploma level course may only be extended once except for:

- a. Compassionate or compelling circumstances supported by evidence;
- b. An approved deferment or suspension of study; or
- c. An outcome of the Complaints and Appeals process.

**3.5** A CoE for ELICOS studies may be extended more than once in accordance with 3.2 if there is evidence the student is making some progress with their language development.

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**Endorsed by:** the Leadership Team **Maintained by:** General Manager, Operations

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- 3.6** ISU staff will use their professional judgement to assess each case on its individual merits with respect to compassionate and compelling circumstances using the Guidelines for Compassionate and Compelling Circumstances Assessment document. Documentary evidence must be provided to support these claims and copies of these documents must be kept with the student's file.
- 3.7** An international student transferring to Sunraysia Institute of TAFE may have credit for prior studies of an Australian qualification granted as advanced standing.
- 3.7.1 Credit and advanced standing will be assessed by an Education Delivery staff member upon provision of academic transcripts.
- 3.7.2 Where advanced standing is granted, this may reduce the duration of the course offered to the student to a time period less than the course duration registered with CRICOS.

## 4 Definitions

Acronym/Term	Definition
CoE	Confirmation of Enrolment electronically generated through PRISMS
Compassionate or compelling circumstances	<p>Generally, those beyond the control of the student and which have an impact upon the student's course progress or wellbeing. These could include, but are not limited to:</p> <ul style="list-style-type: none"><li>• serious illness or injury, where a medical certificate states that the student was unable to attend classes;</li><li>• bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided);</li><li>• major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the student's studies; or</li><li>• a traumatic experience which could include:<ul style="list-style-type: none"><li>○ involvement in, or witnessing of a serious accident; or</li><li>○ witnessing or being the victim of a serious crime, and this has impacted on the student (these cases should be supported by police or psychologists' reports)</li></ul></li><li>• where the registered provider was unable to offer a pre-requisite unit; or</li><li>• inability to begin studying on the course commencement date due to delay in receiving a Student Visa.</li></ul> <p>Refer to the Guidelines for Compassionate and Compelling Circumstances Assessment document.</p>
CRICOS	Commonwealth Register for Institutions and Courses for Overseas Students.
ELICOS	English Language Intensive Courses for Overseas Students

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Expected duration of course	Course duration registered on CRICOS.
ISU	International Students Unit

### 5 Legislative Context

- Education Services for Overseas Students Act 2000 (Cth)
- Education Services for Overseas Students Regulations 2019 (Cth)
- Commonwealth Register of Institutions and Courses for Overseas Students
- National Code of Practice for Providers of Education and Training to Overseas Students 2018
- ELICOS Standards 2018

### 6 Associated documents

#### 6.1.1 Associated Policies

- ELICOS International Student Attendance, Recording, Monitoring and Reporting Policy
- International Student Deferral, Suspension or Cancellation of Enrolment Policy
- Training and Assessment Services Policy.

#### 6.1.2 Associated Procedures

- Credit and RPL Procedure
- International Student Course Progress Procedure and Intervention Strategy Procedure
- International Student Course Transfer Procedure
- International Student Deferral, Suspension or Cancellation of Enrolment Procedure.

#### 6.1.3 Associated Forms

- International Student Decision Record
- International Student Intervention Strategy Form
- International Student Leave of Absence and Deferment Application Form

#### 6.1.4 Other associated documents

- Guidelines for Compassionate and Compelling Circumstances Assessment

### 7 Responsibility

The General Manager Operations is responsible for ensuring compliance with this policy, and its associated procedures and systems.

### 8 Review Frequency

This policy is to be reviewed every three (3) years, and remains in force as amended from time to time, until rescinded.

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