

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 a Student's Confirmation of Enrolment.

2 Scope

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

3 Policy

3.1 Sunraysia Institute of TAFE will monitor the workload and progress of international students, to ensure they complete the course within the expected duration, as registered on CRICOS and as specified on their eCoE. Relevant Institute staff and teachers will monitor international students' workload in accordance with the Institute's International Student Course Progress Procedure and Intervention Strategy.

3.1.1 International students will be eligible to undertake distance or online components only where the number of units does not exceed more than one-third of the total course load and students enrol in at least one unit that is face-to-face in each study period (term).

3.2 Sunraysia Institute of TAFE will only extend the duration of the 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 eCoE, as the result of;

- Compassionate or compelling circumstances
- An intervention strategy implemented for a student at risk of not meeting satisfactory course progress
- 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 The ISU and Business Managers will use their professional judgement to assess each case on its individual merits with respect to compassionate and compelling circumstances. Documentary evidence must be provided to support these claims and copies of these documents must be uploaded to the student's file on SMS.

4 Definitions

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Acronym/Term	Definition
CoE	Confirmation of Enrolment
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"> • 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 (where possible a death certificate should be provided); • major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the student's studies; or • a traumatic experience which could include: <ul style="list-style-type: none"> ○ involvement in, or witnessing of a serious accident; or ○ 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) • where the registered provider was unable to offer a pre-requisite unit; or • inability to begin studying on the course commencement date due to delay in receiving a Sstudent Vvisa.
CRICOS	Commonwealth Register for Institutions and Courses for Overseas Students.
DET	Department of Education and Training
DHA	Department of Home Affairs
eCoE	Electronic Confirmation of Enrolment generated through PRISMS
Expected duration of course	Course duration registered on CRICOS.
ISU	International Students Unit
PRISMS	Provider Registration and International Student Management System used to process information given to the Secretary of DE by Registered Providers.
SMS	Student Management System

5 Legislative Context

- Education Services for Overseas Students Act 2000
- Education Services for Overseas Students Regulations 2001
- Education Services for Overseas Students Legislation Amendment 2012.
- Commonwealth Register of Institutions and Courses for Overseas Students
- National Code of Practice for Registration Authorities and Providers of Education and Training to overseas Students 2018

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6 Associated documents

6.1.1 Associated Policies

- Educational Services for Overseas Students Compliance 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 Completion Within the Expected Duration of Study 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

- Nil.

6.1.4 Other associated documents

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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Authorised by: the Leadership Team

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

Next review date: 16/10/2021

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