

## Completion With-in The Expected Duration of Study Policy

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<b>Issue Date:</b>	<b>Issue History:</b>
August 2014	Initial release (V1.0)
September 2015	Reviewed (V1.0)
August 2016	Reviewed and updated VET staff (V1.1)
November 2016	Linked related forms (V1.2)
August 2017	Reviewed and revised (V1.3) Removed Director of Quality Assurance

Policy Title	Completion Within The Expected Duration of Study Policy
<b>Purpose</b>	<p>The purpose of this policy is to ensure that Cambridge International College (WA) has a structured process in place to track the performance of each student throughout their course. CIC will monitor course progress and monitor the attendance of students.</p> <p>The policy also documents how CIC monitors the progress of each student to ensure that the student is in position to complete their course within the expected duration as specified on the student eCoE and in what circumstances the eCoE will be extended</p>
<b>Scope</b>	<p>This policy articulates how CIC practices apply to International Students in compliance with the ESOS Act 2000 and Standard 9 and 10 of the National Code 2007.</p>
<b>Policy Statement</b>	<p>CIC will monitor the enrolment load and monitor student course progress (Please refer to Academic Progress Policy) to ensure they are able to complete their course within the expected duration of study specified in their Confirmation of Enrolment (CoE). Overseas students must enrol in sufficient units in each compulsory study period to ensure that the total number of units required to complete the course will be completed within the expected duration of their study. CIC ensures that appropriate advice is given to students who are at risk of not meeting course requirements.</p> <p>CIC ensures that if a student is in the last study period of a course, with only one unit to complete the course, the student must not study this unit online in CIC ensures that in any study period, each the student is enrolled in a full time, on campus course with face-to-face course delivery. The minimum delivery hours are 20 hours per week, which may include a maximum of 25% of the full time weekly study period, as independent online study. This may be an allocation of 4 hours, but no more than 5 hours of online delivery.</p> <p>Australia unless the period in which the student will complete the course is a non – compulsory study period.</p>
	<p>Students may vary their enrolment load to below a full time load in a compulsory study period if:</p> <ul style="list-style-type: none"> <li>- The reduced load is part of an intervention strategy; or</li> <li>- They defer or suspend their term; or</li> <li>- There are companionate and compelling circumstances for reducing their enrolment load.</li> <li>- Pre-Requisite subjects are not available in that study period.</li> </ul> <p>Students must consult with the Director of Studies in order to decrease their study load. VET Education Director approval is required for students to reduce their study load.</p> <p>By Studying less than the normal study load, a student is at risk of not completing the course within the expected duration of their eCoE. Therefore the student may need to catch up by studying units during a non – compulsory study period or by overloading in some compulsory study periods to compensate for those study periods in which the student was studying a reduced load.</p>
	<p>Students must provide supporting documentation via a Special Consideration form when claiming compassionate or compelling circumstances to reduce their</p>

	study load in compulsory study period.
	The academic course progress of each student is monitored, recorded and assessed for each unit/course in which a student is enrolled to ensure students are on track to complete within the duration of their eCoE. All records relevant to study load must kept in the Student Management System (TEAMS)
	<p>At the end of each term during the enrolment/re-enrolment/continuing study period, the Director of Studies/ Academic Co-ordinator confirms that all students have enrolled in a full study load unless students have been approved by the VET Education Director to enrol in a reduced study load.</p> <p>Where a student has a reduced study load but has not been given approval by the VET Education Director to enrol in a reduced study load, the Academic Coordinator/ Director of Studies will enrol the student into additional units so that they have a full study load and advises the students of this.</p>
	<p>CIC will only extend the duration of study, which might require an additional eCoE, if the student cannot reasonably complete his or her course within the expected duration as specified on the student's eCoE. CIC staff will not issue a new eCoE until it can be accurately predicted as to how long an extension of duration of study the student will require.</p> <p>A student's eCoE can be extended for the following reasons:</p> <ul style="list-style-type: none"> <li>- Under Compassionate or Compelling Circumstances, when it is clear the student will not be able to complete by the end date of the eCoE.</li> <li>- For an approved deferment or suspension of study</li> <li>- Where CIC decides to extend the duration of a student's study due to any of the conditions above, a new eCoE is issued through PRISMS when required. This action must be done within fourteen (14) days of the student's re-enrolment.</li> <li>- All records of eCoE are kept in the student's file on the Student Management System (TEAMS)</li> </ul>
<b>Related Policy and Procedures</b>	Academic Progress Policy Completion in Expected Period Procedure Student Support Policy
<b>Related Forms</b>	Special Consideration Form
<b>Policy Owner and Delegated Authority</b>	Director of Studies – Melbourne, Perth Academic Coordinator – Melbourne, Perth
<b>Approved by</b>	CEO VET Education Director
<b>Approved Date</b>	August 2014
<b>Definitions</b>	<p>Compelling and Compassionate</p> <ul style="list-style-type: none"> <li>- Serious illness or injury, where a medical certificate states that the student was unable to attend class;</li> <li>- Bereavement of close family members such as parents or grandparents;</li> <li>- Major political upheaval or natural disaster in the home country requiring</li> </ul>

	<p>emergency travel when this has impacted on the student's studies.</p> <ul style="list-style-type: none"> <li>- A traumatic experience which could include involvement in, or witnessing a serious accident; or witnessing or being the victim of a serious crime; or</li> <li>- Where a registered provider is unable to offer a pre-requisite unit;</li> </ul>
<p><b>Compulsory Study period</b></p>	<p>A compulsory study period is one in which the student must enrol unless granted a deferment or suspension from enrolment. One Compulsory Study Period = 12 Weeks [one term]</p>