

## **Completion within Expected Duration of Study Policy**

### **1. Rationale**

This Ozford English Language Centre (Ozford) policy has been developed to meet the requirements of the National Code 2018 Standard 8 and other requirements for CRICOS registration.

### **2. Scope**

This policy applies to all Ozford English Language Centre (Ozford) staff and students on student visa.

### **3. Policy**

- 3.1 Students' academic progress will be monitored to ensure that international students will be able to complete their courses within the expected duration, as specified on the student's Confirmation of Enrolment.
- 3.2 Unsatisfactory academic progress will be handled as described in the Course Progress Policy.
- 3.3 Monitoring of completion within expected duration is by monitoring course progress.
- 3.4 Study duration will only be extended where it is clear that the course cannot be completed in the expected duration as specified on the Confirmation of Enrolment (CoE) as a result of:
  - compassionate or compelling circumstances - see Ozford (General) Refusal Deferral Suspension and Cancellation of Student Enrolment Policy and Procedure.
  - the implementation of the intervention strategy for students who are at risk of not meeting satisfactory course progress, including academic counselling or remedial programs- see Course Progress Policy and Procedure.
  - an approved deferral or suspension of study under Standard 9 of the National Code 2018 (See Ozford (General) Refusal Deferral Suspension and Cancellation of Student Enrolment Policy and Procedure)

### **4. Procedure**

- 4.1 The process for monitoring student course progress is specified in the Course Progress Policy and Procedure.

- 4.2 Students are identified as making unsatisfactory course progress if they fail to make satisfactory course progress in spite of the implementation of intervention procedures.
- 4.3 Students receive academic reports at the end of their enrolment or when they get promoted/demoted from one level to another. Early intervention measures will be put in place in the event that a student has received less than 50% on their assessment tasks.
- 4.4 If satisfactory academic progress is not made in spite of the intervention strategies being implemented, the process of reporting the student to the Department of Home Affairs will commence.
- 4.5 If, during the intervention process, reporting process, or at any other time, the student reports or Ozford staff become aware of any situations that could be a 'compassionate or compelling circumstance' such as a serious illness, a serious injury or death of a family member, then the Student Services Coordinator will be notified and the Student Welfare Officer will provide appropriate investigation of the circumstances and support of the student.
- 4.6 An application to extend the duration of a student's enrolment must be discussed with the Head of Department and Student Services Manager. Students will be required to provide evidence of the compassionate or compelling circumstances.
- 4.7 Where there is evidence of a 'compassionate or compelling circumstance' that in itself may require extension of the student's CoE due to the need for leave of absence, or the student's unsatisfactory academic progress is explained by the 'compassionate or compelling circumstance', then the student's CoE may be extended for a duration deemed to be appropriate by the ELICOS coordinator.
- 4.8 Where there is a variation in the student's load that may affect their expected duration of study, this variation and the reasons for it must be recorded on the student's file.
- 4.9 The student must be reported on PRISMS and/or a new CoE issued when the student can only complete their course of study by extending the expected date of completion, due to the variations.
- 4.10 Where a student's study duration needs to be extended, a new offer letter will be generated and a new CoE will be issued to the student.
- 4.11 Except in the circumstances specified Standard 9.2 of the National Code 2018, the expected duration of study specified in the student's CoE must not exceed the CRICOS registered course duration.

## **5. Feedback**

Feedback or comments on this policy and procedure is welcomed by the Executive Management Team.