

## COMPLETION WITHIN EXPECTED DURATION OF STUDY POLICY

<b>Approving Authority</b>	Academic Board
<b>Purpose</b>	This policy outlines the obligations on international students to complete their study within the time specified in their CoE.
<b>Responsible Officer</b>	Head of Student Services and Administration and Academic Dean
<b>Next scheduled review</b>	August 2021
<b>Document Location</b>	R:\OIHE\Policies\Completion within Expected Duration of Study Policy
<b>Associated documents</b>	Time limits for Completion of an Award Course Policy. Academic Progress Policy and Procedure Deferring, suspending or cancelling a student's enrolment Policy and Procedure Student Services & Support Policy and Procedure

### 1. PRINCIPLES

Ozford Institute of Higher Education (hereafter referred to as "the Institute") monitors the workload of international students to ensure they complete their course within the duration specified in their Confirmation of Enrolment (CoE).

The Institute will only enable students to extend the expected duration of study for the course through the issuing of a new CoE in limited circumstances.

The Institute does not offer distance learning.

The Institute does not offer online learning other than the use of online medium such as Moodle to support face-to-face lectures and tutorials.

### 2. SCOPE

This policy applies to international students only.

### 3. DEFINITIONS:

#### 3.1 Confirmation of Enrolment (CoE)

*The Confirmation of Enrolment (COE) is an official document issued to international students by universities and other education providers in Australia. It confirms that the student has accepted a place in a course and has paid required tuition fees and Overseas Student Health Cover (OSHC). The COE is required by the Department of Home Affairs for the purpose of issuing a student visa.*

#### 3.2 CRICOS

*CRICOS stands for Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS). It is a register of Australian education institutions that are permitted to recruit, enroll and teach overseas students. Registration on CRICOS allows providers to offer courses to overseas students studying, or intending to study, in Australia on student visas. The register is managed by the Australian Government Department of Education, is publicly available, and can be searched by course or provider name/number.*

#### 3.3 Deferring or Suspending Enrolment

*Deferring or suspending a student's enrolment means to temporarily hold, delay or postpone the student's study. A student may request a temporary deferment or suspension to his or her enrolment on the grounds of compassionate or compelling circumstances. A provider may also initiate suspension of a student's enrolment due to poor performance or serious violation of student codes of conduct by the student. Education Providers are required to notify such deferments or suspensions of enrolment to the Department of Education through PRISMS.*

#### 3.4 ESOS National Code

*'ESOS' stands for 'Educational Services for Overseas Students'. The National Code is embodied in the ESOS Act 2000. The National Code is a set of nationally consistent standards that governs the protection of international students and delivery of courses to those students only by providers who are registered on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS). Only CRICOS courses can be offered to international students studying in Australia on a student visa.*

### 3.5 PRISMS

PRISMS' stands for 'Provider Registration and International Student Management System'. PRISMS is a secure system for education providers to issue 'Confirmations of Enrolment' (CoE) to overseas students intending to study in Australia and report changes in course enrolment. The Department of Immigration and Border Protection requires CoEs to issue a student visas. PRISMS is administered by the Department of Education in association with the Department of Immigration and Border Protection. Certain Australian Government agencies can also monitor student compliance with visa conditions and provider compliance with the Education Services for Overseas Students Act 2000 (ESOS Act) through PRISMS.

## 4. POLICY

- 4.1 This policy is focussed on the requirements for international students to complete their studies within the requirements of their CoE and student visa.
- 4.2 Students' academic progress will be monitored to ensure that international students will be able to complete their course within the expected duration as specified on the student's CoE.
- 4.3 Unsatisfactory academic progress will be handled as described in the *Academic Progress Policy*.
- 4.4 Under Standard 8.16 of the National Code 2018 the Institute can only extend the duration of the overseas student's enrolment if the overseas student is unable to complete the course within the expected duration because:
  - there are compassionate or compelling circumstances, as assessed by the Institute on the basis of demonstrable evidence, or
  - the Institute has implemented, or is in the process of implementing, an intervention strategy for the overseas student because the overseas student is at risk of not meeting course progress requirements, or
  - an approved deferral or suspension of the overseas student's enrolment has occurred under Standard 9 (Deferring, suspending or cancelling the overseas student's enrolment).
- 4.5 An application to extend the duration of a student's enrolment must be discussed with the Academic Dean or the Head of Student Services and Administration as appropriate.
- 4.6 Where the Institute approves the extension of the duration of study the reasons for the decision must be recorded on the student's file.
- 4.7 The decision must be correctly reported to the relevant Australian government department via PRISMS, and a new CoE specifying the new expected completion date issued.
- 4.8 If the Institute extends the duration of the student's enrolment, the Institute will advise the student to contact Immigration to seek advice on any potential impacts on their visa, including the need to obtain a new visa.
- 4.9 The Institute will not extend the duration of the course or issue a new eCoE where students fail to complete the full course within the specified duration because of failing to maintain satisfactory because they
  - a. fail to submit or undertake the necessary assessment requirements, but not for compassionate or compelling circumstances, or
  - b. fail to participate/undertake agreed intervention strategies or
  - c. fail to participate in discussions or meetings called to discuss intervention strategies
- 4.10 If the Institute does not approve an extension of the duration of study the student may appeal the decision within the complaints and appeals processes of the Institute.

## 5. RESPONSIBILITY

The Academic Dean has responsibility to ensure that all academic and professional staff are aware of the requirement for students to satisfactorily complete the course within the specified time and of the obligation of the Institute to intervene if it is perceived that the student is 'At Risk' Of Not Finishing On Time. All request for deferment or suspension of enrolment should be considered primarily by the Head of Student Services and Administration in line with the National Code provisions. The ultimate decision lies with the Academic Dean.

## 6. QUALITY ASSURANCE

To ensure that this policy is fit for purpose and meet the requirements of the HES Threshold Standards the policy will be;

- 6.1 internally endorsed by the Executive Management Team on development or review, prior to approval by Governing Board, or the Academic Board or other delegated authority;
- 6.2 externally reviewed as part of any independent review of the HES Threshold Standards approved by the Governing Board;
- 6.3 internally reviewed by the Responsible Officer every three years from the date of approval (if not earlier);
- 6.4 referenced to the applicable HES threshold Standard and/or other legislation/regulation.

## 7. FEEDBACK

Feedback or comments on this policy is welcomed by the listed Responsible officers of the Institute.

## 8. ACKNOWLEDGEMENTS

This policy was initially developed with reference to the following sources:

TEQSA Threshold Standard and Guidance Notes  
ESOS Act 2000, National Code PART D

## 9. VERSION CONTROL

Version	Date approved	Description	Approved by
1.0	19 May 2014	Initial issue	AB
2.0	March 2017	Internal review	AB
3.0	August 2018	Internal review	AB
Related legislation/ regulation/standard	TEQSA, HESF Standard 1.5 (Qualifications and Certification) ESOS Act 2000, National Code Part D, Standard 9.2 and Standard 13		