

COMPLETION WITHIN THE EXPECTED DURATION OF STUDY POLICY

Policy Number:	CIPO-16
Name of Policy:	Completion within the expected duration of study period v17.0
Applicability:	All Staff and Students
Policy Owner:	CEO
Contact Person:	Academic Manager
Original Issue date:	11 November 2012
Current Version approval:	Mar 2017
Next review:	July 2017
Related policies and documents:	<ul style="list-style-type: none"> • Academic (Monitoring course) progress policy • Intervention Strategy policy • Deferment, Suspension or Cancellation Policy • Student Code of Conduct
RTO:	91781
CRICOS Provider Number:	03256G

1. POLICY STATEMENT

- 1.1. This policy applies to overseas students studying registered CRICOS courses at NORTHWEST.
- 1.2. Students are expected to complete their course within the expected duration of study.
- 1.3. NORTHWEST is committed to monitoring and reviewing an overseas student's academic progress in the course of studies, and will take appropriate steps to ensure that overseas students complete their course within the duration specified in their CoE/s.

2. RESPONSIBILITIES

- 2.1. The CEO is responsible for the implementation and review of the policy.
- 2.2. The Academic Manager is responsible for administering the policy and its application within the college.
- 2.3. Relevant NORTHWEST staff and trainers will monitor overseas students' course progress and attendances and in accordance with The National Code 2007.
- 2.4. NORTHWEST will monitor the workload of overseas students to ensure they can complete the program within the expected course duration, as registered on CRICOS.

3. DEFINITIONS

- 3.1. **Study period** - A discrete period of study within a course, namely one term.
- 3.2. **Compulsory study period** - A compulsory study period is one in which the student must enroll unless granted a deferment or suspension from enrolment or leave of absence under Standard 13 (Deferring, suspending or cancelling the student's enrolment). A compulsory study period does not include periods in which the student can elect to undertake additional studies.
- 3.3. **Course progress** - Overseas students are required to meet the academic progress requirements to comply with their visa conditions.
- 3.4. **CRICOS** - The Commonwealth Register of Institutions and Courses for Overseas Students as prescribed by the ESOS Act.

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- 3.5. Online learning** - Study in which the trainer and overseas student communicate mainly through electronic technologies.
- 3.6. Distance learning** - Distance learning study relates to a situation in which the trainer and overseas student are separated in time or space throughout the duration of the unit of study. Distance learning can be online learning in that the study may be undertaken through the E-learning System or through written correspondence and exchange of hard copy materials.
- 3.7. Expected duration of course** - Amount of time (weeks, months or years) the registered provider has registered on the CRICOS register for the course to be successfully completed.
- 3.8. PRISMS** - The Provider Registration and International Student Management System. This is an electronic database used to process information about overseas students, courses and registered providers to the Secretary of DEEWR.
- 3.9. Unit of Competency (UOC)** - A component of study within a course; the term may be referred as a unit or a 'subject' studied within a course.
- 3.10. Confirmation of Enrolment (COE)** –A document, provided electronically, which is issued by the registered provider to intending overseas students. It confirms the overseas student's eligibility to enrol in the particular course of the registered provider.

4. PROCEDURE

4.1. Compulsory study period monitoring

A fulltime student is scheduled 20 hours attendance per week. Students must be enrolled as per the training requirements within each study period (a term of 9 weeks) unless granted a deferment or suspension from enrolment; or special leave of absence. NORTWEST will monitor and review a student's enrolment and progress against their COE during and at the end of each study period. NORTWEST will report students to the Department of Education via PRISMS if they do not complete their course by the expected completion date.

4.2. Online learning

Overseas students studying at NORTWEST will not be enrolled exclusively in distance or online learning units in any compulsory study period while in Australia. However, overseas students are eligible to undertake up to 25% of their studies in a distance or online components (Standard 9.4 of The National Code 2007). The online distance learning component of a unit of competency is prescribed in the unit assessment plan for each unit, and specified as a task to be completed weekly.

4.3. Variation to enrolment

NORTWEST will record a variation in the student's study load which may affect their expected duration of study in accordance with point 4.5 of this policy. The reasons for a variation to a student's course completion date will be recorded in the student's file. Should variation to a student's expected duration of study occur, NORTWEST will report change of the student's COE via PRISMS and/or will be issued a new COE.

4.4. Student Change of Course

The student is required to complete a Change of Course Application Form and make an appointment with the Admissions Manager to obtain approval for a change of course. NORTWEST will notify the DIBP via PRISMS about a change of course and issue a new electronic Confirmation of Enrolment (COE) for the new course.

Students are also notified of any:

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- fee adjustments required pertaining to the new course and any change in total current course fee
- payment required for the new course before any COE or other documentation such as certification is issued, prior to issue.

4.5. Expected duration of study

- 4.5.1. The expected duration of study specified in the student’s eCOE should not exceed the CRICOS registered course duration, except in the circumstances specified in this policy.
- 4.5.2. If a student is in the last study period of a course, with only one subject to complete the course, the student must not study this unit online or by distance education in Australia unless the period in which the student will complete the course is in a non-compulsory study period. NORTWEST will not approve any application for this provision.

4.6. Extended duration of study

4.6.1. NORTWEST may only extend the duration of the student’s period of study where it is evident that the student will not complete the course within the expected duration, as specified on the student’s COE, under certain circumstances. An extension to the duration of a student’s course must be notified in PRISMS and if necessary a new COE issued. A duration of study may only be extended under limited circumstances which could include:

- Compassionate or compelling circumstances such as those outlined in 4.6.2
- NORTWEST implemented an intervention strategy as necessary for students deemed ‘At Risk’ of unsatisfactory academic progress or non-attendance as outlined in the Attendance policy and Academic progress policy.
- An approved deferment or suspension of study has been granted in accordance with the NORTWEST policy on Deferment, Suspension or Cancellation Policy.

4.6.2 Compassionate or compelling circumstances are generally those beyond the control of the student and which have an impact upon the student’s course progress or wellbeing. Compassionate or compelling circumstances could include, but are not limited to:

- 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;
- Major political upheaval or natural disaster in the home country requiring emergency travel when this has impacted on the student’s studies; or,
- A traumatic experience which could include:
 - Involvement in, or witnessing of a serious accident;
 - Witnessing or being the victim of a serious crime,
 - NOTE: When this has impacted on the student, these cases should be supported by police or psychologists’ reports.
- Where NORTWEST was unable to offer course unit/s; or
- Inability to begin studying on the course commencement date due to delay in receiving a student visa.

5. RECORDS AND INFORMATION

All documentation relating to any extension or change to the duration of a student’s course, and reasons for the extension, will be recorded and kept in the student file both in the main student file and electronically.

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6. ASSOCIATED DOCUMENTS

Forms and Record Keeping:

Title	Document Location	Responsible Officer	Minimum Retention Period
Student Monitoring Agreement and Plan - Intervention Form – student contact record	1. Student’s File 2. Student Administration Database (Wisenet)	Student Support Officer	2 years after last entry
Application for Deferment, Suspension or Cancellation	Student’s File 2. Student Administration Database (Wisenet)	Admissions Manager	2 years after last entry

7. IMPLEMENTATION

The Completion within the Expected Duration of Study period Policy and Procedure will be implemented throughout NORTWEST via:

Inclusion on the NORTWEST website – Downloads and any updates sent to staff and a notice to students.

8. REFERENCE

- Education Services for Overseas Students (ESOS) Act 2000
- The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007, Standard 9.

9. REVISION HISTORY

Revision	Date	Description of modifications
1	April 2010	Original
2	March 2012	Updated minor changes
3	June 2012	Revision and clarification
4	October 2014	V 14.1 Revision and clarification
15	August 2015	Review, minor changes
16	June 2016	Review, minor changes
17.0	March 2017	Update company name, logo and footer