

# Course Completion within the expected duration of study Policy & Procedure

## Purpose

The purpose of this document is to define the process and procedure to ensure that AICT adheres to the requirements of The National Code 2007 Standard 9 - Completion within the expected duration of study.

## Objective

The objective of this policy is to ensure that:

- Students complete the course within the expected duration specified in their CoE
- Students do not exceed the allowable portion of online or distance learning;
- Implement documented policies and procedures for monitoring the progress of each student to ensure students are in a position to complete the course within the expected duration as specified on the CoE and that the student is studying as least one unit that is not by distance or online learning in each compulsory study period for a course
- Only extend the duration of study when it is clear that a student will not complete the course within the timeframe outlined on the CoE as a result of compassionate or compelling circumstances; implementing intervention strategies for students at risk of not meeting satisfactory course progress or approved deferment or suspension of study [Standard 13].
- Record variations and the reasons for these variations; and correctly report these via PRISMS and issue a new CoE when these variations account for the extension of expected duration of study
- Allow no more than 25 per cent of the student's total course be distance and/or online learning; and
- Ensure that the expected duration of study specified in the CoE does not exceed the CRICOS registered course duration.

## Scope

This Policy applies to:

- All overseas students currently enrolled with **Australian Institute of Commerce and Technology**; and
- Staff of **Australian Institute of Commerce and Technology** involved in monitoring student completion within the expected duration of study process.
- Staff of **Australian Institute of Commerce and Technology** involved in International Student Admissions and CoE issuance

## Definitions

<b>Compulsory study period</b>	A <i>compulsory study period</i> is one in which the student must enrol unless granted a deferment or suspension from enrolment or leave of absence under Standard 13. A compulsory study period does not include periods in which the student can elect to undertake additional studies. See the notes under Standard 9.1 for further details.
<b>CoE</b>	Confirmation of Enrolment. A CoE is issued to the student based on the registered duration of a course (or a shorter duration if the student has already completed part of the course). A student should complete the course within the length of the CoE unless the circumstances specified in National Code 2007 Standard 9.2 applies
<b>Course coordinator</b>	A “Course coordinator” is the academic staff member of the educational organisation appointed by the CEO and is responsible for the coordination of a program (and the units offered within that program) leading to an award of the educational organisation. May also be known as program/unit coordinator.
<b>Expected duration</b>	For the purposes of Standard 9, the expected duration of a course is the duration of the course as registered on The Australian Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS). The expected duration for overseas students should not differ from the expected duration for domestic students. The course duration includes approved holiday periods.
<b>Distance learning</b>	Distance learning is study in which the teacher and overseas student are separated in time or space throughout the duration of the unit of study. Distance learning differs from online learning in that the study may be undertaken through written correspondence and exchange of hard copy materials.
<b>Online learning</b>	Online learning is study in which the teacher and overseas student communicate mainly through electronic technologies for the unit. The terms online learning and distance learning do not apply where the student: <ul style="list-style-type: none"> <li>Does not hold a student visa, is resident in a country other than Australia and is undertaking a unit of study with a registered provider in Australia. (Study of this sort is outside of the scope of the National Code 2007 as the student does not hold a student visa)</li> </ul>
<b>PRISMS</b>	Provider Registration and International Student Management System [PRISMS]. Through PRISMS, certain Australian Government agencies can monitor student compliance with visa conditions and provider compliance with the Education Services for Overseas Students Act 2000 (ESOS Act). PRISMS is a secure system for providers to: <ul style="list-style-type: none"> <li>Issue 'Confirmations of Enrolment' to overseas students intending to study in Australia (the Department of Immigration and Border Protection requires these to issue a student visa)</li> <li>Report changes in overseas students' course enrolment.</li> </ul>

## Policy/Procedure

Students will be informed of, and provided access to this policy to complete the program enrolled in the expected duration of study and the relevant procedure during their orientation.

### 1. Course completion within the expected duration of study

- 1.1. **Australian Institute of Commerce and Technology** will implement documented policies and procedures for monitoring the progress of each student to ensure that at all times the student is in a position to complete the course within the expected duration as specified on the student's CoE.
- 1.2. **Australian Institute of Commerce and Technology** has designed its course timetables [including assessments] to meet the requirements of the expected duration of the Course as specified in the CoE and PRISMS.
- 1.3. A student is to study in each compulsory study period and no optional study periods are offered, or work based training.
- 1.4. Students will only be able to extend the expected duration of study for the course through the issuing of a new CoE in limited circumstances.
- 1.5. Except in the circumstances listed in National Code 2007 Standard 9.2, the expected duration of study specified in the student's CoE must not exceed the CRICOS registered course duration.
- 1.6. CRICOS registered course duration includes term/semester study break periods, festive break periods and public holidays
- 1.7. In monitoring this enrolment load, **Australian Institute of Commerce and Technology** will ensure that in each compulsory study period for a course, the student is studying full time - a minimum of 20 scheduled hours of attendance per week unless:
  - 1.7.1 There are compassionate or compelling circumstances for reducing the load
  - 1.7.2 The reduced load is part of **Australian Institute of Commerce and Technology's** intervention strategy
  - 1.7.3 An approved deferment or suspension of study has been granted under Standard 13
  - 1.7.4 The students study load has been reduced through a successful Credit Transfer application
  - 1.7.5 The students study load has been reduced through a successful Recognition of prior learning application
  - 1.7.6 Prerequisite units are not available in that study period
  - 1.7.7 The student has only a few unit/s left to complete

### 2. Monitoring enrolment load

- 2.1. Instructors monitor each student's progress closely checking that they adhere to the individual student course progress study plan, the timetable and that re-assessments occur within the stated period of time – normally prior to 2 weeks after the initial assessment.
- 2.2. Action is taken where required, to make sure the student can complete a course within the expected duration, as specified on the CoE.

### 3. Monitoring distance and/or online learning

- 3.1. **Australian Institute of Commerce and Technology** will implement and monitor the ESOS National Code 2007 requirements surrounding studying online or distance learning. This includes allowing the student to undertake no more than 25 per cent of the student's total course by distance and/or online learning.
- 3.2. **Australian Institute of Commerce and Technology** will not enrol the student exclusively in distance and/or online learning units in any compulsory study period. As such students will always study at least one unit that is not by distance or online learning.

### 4. Extension of duration of course of study

- 4.1. The student may apply for consideration of compassionate or compelling circumstances affecting the duration of the course. These are generally those beyond the control of the student and which have an impact upon the student's course progress or wellbeing.

- 4.2. **Australian Institute of Commerce and Technology** will use professional judgment and assess each case on its individual merits.
- 4.3. When determining whether compassionate or compelling circumstances exist, **Australian Institute of Commerce and Technology** will consider documentary evidence provided to support the claim, and will keep copies of these documents in the student's file.
- 4.4. **Australian Institute of Commerce and Technology** will only extend the duration of the student's study where it is clear that the student will not complete the course within the expected duration, as specified on the student's COE, as the result of:
  - 4.4.1. compassionate or compelling circumstances for example, illness where a medical certificate states that the student was unable to attend classes or where **Australian Institute of Commerce and Technology** was unable to offer a pre-requisite unit
  - 4.4.2. where **Australian Institute of Commerce and Technology** is implementing its intervention strategy for students who were at risk of not meeting satisfactory course progress; or
  - 4.4.3. Where an approved deferment or suspension of study has been granted under Standard 13.
- 4.5. Other compassionate or compelling circumstances that could impact on a student's progress or wellbeing could include, but are not limited to:
  - 4.5.1. bereavement of close family members such as parents or grandparents
  - 4.5.2. major political upheaval or natural disaster in the home country requiring emergency travel when this has impacted on the student's studies; or
  - 4.5.3. a traumatic experience which could include involvement in, or witnessing of a serious accident or witnessing or being the victim of a serious crime

Please note that, for the purposes of Standard 9, the following additional situations would be considered 'compelling' circumstances and could support the granting of an extension of the duration of a student's study:

- 4.5.4. If the student had failed occasional units throughout the course, but not done so poorly as to be identified by **Australian Institute of Commerce and Technology's** intervention strategy for course progress.
  - 4.5.4.1. In this case, **Australian Institute of Commerce and Technology** will document the findings of the monitoring process and the decision to extend the student's duration of study in order to complete the course. Copies will be placed in the students file
  - 4.5.4.2. Additionally – a new study plan will be created that clearly documents which units/modules the student needs to repeat and when each unit/module is to be repeated (including start and end dates for unit/module). The student will need to sign the study plan to acknowledge their agreement. A copy of this study plan will be placed on the students file
  - 4.5.4.3. The course co-ordinator will monitor this study plan on a monthly basis to make sure that the student is complying with its requirements.
- 4.6. If **Australian Institute of Commerce and Technology** finds a student is not going to complete the course within the expected duration, a decision/action will be taken, for example:
  - 4.6.1. encourage the student to 'catch up' by taking supplementary units [any negative impact of this decision will be considered so as not to 'set a student up for failure']
  - 4.6.2. take steps which will enable the provider to issue a new CoE for the student in accordance with Policy to enable extension of time to complete the course

## 5. Issuing a new CoE to extend duration of students study

- 5.1. The process to issue a new CoE to extend the duration of the student's study is:
  - 5.1.1. Using PRISMS - Access the Course Variation screen
  - 5.1.2. Choose 'Student requests change to existing enrolment'.
  - 5.1.3. PRISMS will then guide the provider through the process.
    - 5.1.3.1. When the provider changes the student's course start and end dates for the CoE, PRISMS recognises that the provider is issuing an 'extension' Confirmation of Enrolment and asks the provider to indicate the reason for this 'extension'.

 <small>AUSTRALIAN INSTITUTE OF COMMERCE - TECHNOLOGY</small>	CRICOS Provider No. 02540M RTO Provider No. 2058	Current Version: 1.1
Current Version Date: 04/04/2016	Next review date: 05/01/2017	Page 4 of 6

5.1.3.2. Enter the reason – be sure that it complies with all the conditions outlined in section 4 of this policy

## 6. Recording variation in enrolment load and duration of study

- 6.1. Where there is a variation in the student's enrolment load which may affect the student's expected duration of study in accordance with 9.2, **Australian Institute of Commerce and Technology** is to record this variation and the reasons for it on the student file.
- 6.2. **Australian Institute of Commerce and Technology** will correctly report the student via PRISMS and/or issue a new CoE when the student can only account for the variation/s by extending his or her expected duration of study.
- 6.3. Reporting the student (issuing a new CoE) will occur when **Australian Institute of Commerce and Technology** knows the student cannot reasonably complete his or her course within the expected duration as specified on the student's CoE.

### Associated documents:

Course Monitoring Checklist  
AICT Student Progress and Intervention Policy & Procedure  
Procedure – Issue New CoE and record Variation  
Procedure – Monitoring Student Enrolment load  
Student Course Duration Extension Application  
Student Study Plan for Repeating Units or Modules

Policy developed by:

Refer to:

Responsible Manager:

Approved by:

Policy endorsed by: [Training Manager and CEO]

Issued: ..... / ..... / .....

to be revised by: ..... / ..... / .....

Summary of changes:

Issued: ..... / ..... / .....

to be revised by: ..... / ..... / .....

Summary of changes:

 AUSTRALIAN INSTITUTE OF COMMERCE – TECHNOLOGY	CRICOS Provider No. 02540M RTO Provider No. 2058	Current Version: 1.1
Current Version Date: 04/04/2016	Next review date: 05/01/2017	Page 5 of 6



## Revision History

Date	04/04/2016
File Location	K:\Policy\00 AICT
Review Date	15/03/2017
Policy endorsed by	Education Board



CRICOS Provider No. 02540M RTO Provider No. 2058

Current Version: 1.1

Current Version Date: 04/04/2016

Next review date: 05/01/2017

Page 6 of 6