Completion within Expected Duration
Policy / Procedure Number: 012

1. Policy

This policy/procedure supports ‘ESOS Standard 9 – Completion within expected duration’ of the ‘National Code of Practice for Registration Authorities & Providers of Education & Training to Overseas Students 2007’ which states:

“Registered providers monitor the workload of students to ensure they complete the course within the duration specified in their CoE and do not exceed the allowable portion of online or distance learning.”

To enable compliance with the National Code 2007 (ESOS Standard 9), international students are required to complete their studies within the expected duration of the program, as specified on the student’s Confirmation of Enrolment (CoE).

The following procedures ensure that students complete their studies within the expected duration of the course and the AITT only extends the duration in the circumstances outlined in ESOS Standard 9 of the National Code of Practice for providers to international students.

2. Procedure

- Students are required to complete their studies within the timeframe indicated on their CoE and student visa. The AITT shall endeavour to ensure all students are given the opportunity to complete their studies within this timeframe. A copy of each student’s CoE will kept on the student’s file and variations to the CoE will also be retained within the student file. No student shall be able to enrol in more than 30 hours of full time study per week.

- The AITT does not provide any distance or on-line learning.

- At no time during a compulsory study period will any student be studying entirely on-line or distance learning. All students will study at least one unit that is not by distance or on-line learning.

- All students are required to attend the Institute on a full-time basis to ensure they meet the academic requirements.

- According to ESOS Standard (9.2), The AITT 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:

- Where there is a variation in the student enrolment load which may affect student’s expected duration of study in accordance with ESOS Standard 9.2 AITT will correctly report the student via PRISMS and /or issue a new CoE when the student can only account for the variations by extending his or her expected duration of study.
• Except in circumstances specified in ESOS Standard 9.2:
  a. compassionate or compelling circumstances (for example illness where a medical certificate states that the student was unable to attend classes or where the registered provider was unable to offer a pre-requisite unit);
  b. the registered provider implementing its intervention strategy for students who were at risk of not meeting satisfactory course progress; or
  c. an approved deferment or suspension of study has been granted under ESOS Standard 13.

The expected duration of study specified in the student’s CoE will not exceed the CRICOS registered course duration.

The Institute will follow the steps outlined in the following policies and procedures where a student is identified of the above circumstances:

**Intervention Strategies**

**Introduction:** Intervention Strategies to be put in place will incorporate the following:

- Student will be advised to attend the Tutorial Sessions
- Mentoring programs will be implemented
- Counseling will be arranged for the student
- Reduction of load may be advised but the student will be advised to complete the course in the expected duration and he/she cannot exceed duration beyond the specified course duration on CRICOS.

This policy should be read in conjunction with the following policies:

- Monitoring International Student Academic Progress Policy / Procedure (Policy Number 006)
- Deferment, Suspension & Cancellation of Enrolment Policy (Policy Number 004)

- All changes to a student’s course duration is to be reported to the Department of Immigration and Citizenship (DIAC) via the PRISMS reporting system and records / documents of reasons and the decision process to be kept in student files.