



EXPECTED DURATION POLICY

International Student

DOCUMENT REVISION

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Purpose

Innovium Pty Ltd trading as Site Institute International has implemented this policy to define the system used to monitor student course workloads to ensure completion within the duration of the COE as per the requirements of Standard 9 of the National Code 2007.

“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”.

Scope

This policy is applied to all international Students enrolled at Site Institute International.

Compliance Reference

- Education Services for overseas students (ESOS) Act 2000
- Migration Act 1958
- National Code 2007

Definitions

CRICOS	Commonwealth Register of Institutions and Courses for Overseas Students
DOE	Department of Education and Training
DIBP	Department of Immigration and Border Protection
ESOS	Education Services for Overseas Students Act 2000
International Student	A person holding an Australian student visa and is defined as an 'Overseas Student' in the ESOS Act
National Code	The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007
COE	Confirmation of Enrolment
PRISMS	Provider Registration and International Students Management System

Background and General Guidelines

To enable compliance with the National Code 2007 (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).

Except in the circumstances specified in Standard 9.2, the expected duration of study specified in the student's COE must not exceed the CRICOS registered course duration. Students are required to complete their studies within the timeframe indicated on their COE and student visa.

Site Institute International 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 be kept on the student file and variations to the COE will also be retained within the student file.

Students are not permitted to undertake more than 25% of their course via distance or online. Site Institute International has a blended approach with classroom and online resources, however, no units are fully delivered online.

All students are required to attend the Site Institute International campus on a full-time basis to ensure they meet the attendance and course progress requirements.

Site Institute International 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:

- 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);
- Site Institute International implementing its intervention strategy for students who were at risk of not meeting satisfactory course progress; or
- an approved deferment or suspension of study has been granted under Standard 13.

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

- Monitoring Attendance Policy
- Monitoring Course Progress Policy
- Deferring, Suspending or Cancelling Enrolment Policy

All changes to a student's course duration is to be reported to the department of Immigration and Border Protection (DIBP) and records of reasons and the decision process to be kept in the student file.

Head of International Training is:

- responsible for the implementation of this policy and procedure
- to ensure that staff and students are aware of its application
- to ensure that staff implement its requirements

Staff will be made aware of this policy through staff induction processes and ESOS training.

This policy will be communicated to students at the Orientation Program, via the International Student handbook and advertised on notice-boards.

This policy is related to the processes and procedures with attendance monitoring courses and the Course Progress Policy.

Privacy

All information and documentation supplied to Site Institute by students will be treated confidentially and in accordance with the Privacy Act.

Publication

This policy will be published and made available to all relevant staff and stakeholders of the organisation.