

P8.V4 Completion within the expected duration of study

1.0 Purpose

- 1.1 This policy articulates how BIC practices apply to International Students in compliance with the ESOS Act 2000 and Standard 9 and 10 of the National Code 2007.
- 1.2 This policy is to confirm that Barkly International College (BIC) has a structured process in place to track the performance of each student throughout their course. BIC will monitor course progress of its students. The policy also documents how BIC monitors the progress of each student to ensure that the student is in position to complete their course within the expected duration as specified on the student Electronic Confirmation of Enrolment (eCoE) and in what circumstances the eCoE will be extended.

2.0 Responsibility

- 2.1 The Training and Compliance Manager is responsible for the implementation of this procedure and to ensure that staff and are aware of its application and implement its requirements. Student Support Manger and Student Administration Manager is responsible for the execution of this policy.

3.0 Definitions

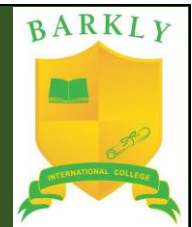
- 3.1 **A study period** is a discrete period of time measured in weeks. The study period begins from the student's actual commencement date. The course may contain one or more study periods. Different courses have study periods of different duration. All study periods within a course will be the same except for the final study period which may be shorter due to a course coming to an end, but it will still be considered as a full study period.

4.0 Requirements / Process – International Students

- 4.1 International Students are required to complete their course within the expected duration of study as recorded on the CRICOS register unless the circumstances listed in 4.4 of this procedure apply.
- 4.2 A full-time student load is planned as a minimum of 20 hours scheduled attendance per week however students may be engaged for less than this minimum requirement and the duration of the course may be reduced due to the unavailability of key or prerequisite units at the time it is required.
- 4.3 The College may extend the duration of the student's course only in the following circumstances:
 - On medical grounds (a medical practitioner's certificate indicating the student is unable to attend class) and a deferment or suspension of study has been granted; or
 - In exceptional compassionate circumstances beyond the students control, such as serious illness or death of a close family member (independent evidence of the exceptional circumstances is required) and a deferment or suspension of study has been granted.
 - Where the College is unable to offer a prerequisite unit at the time it is required and a deferment or suspension of study has been granted
 - Where the College is implementing an intervention strategy for students at risk of not meeting academic progress requirements
 - Where the College has approved the deferral of commencement of studies or the suspension of study.
- 4.4 Students must provide supporting documentation and complete F.22V05 eCOE Change Form When claiming compassionate or compelling circumstances to reduce their study load in compulsory study period.

Document Information

Title:	P8.V4 Completion within the expected duration of study	Version No:	V4.0
Author:	Barkly International College Pty Ltd	Date Created:	November 2010
Reviewer:	Evelin Cruz	Date reviewed:	December 2016
		Next Review date:	December 2017



- 4.5 Any extension to the duration of a student's course must be notified by the College on PRISMS And if necessary a new COE issued.
- 4.6 Any extension to the duration of a student's course, and the reasons for the extension must be recorded by the College on the student's file.
- 4.6 When the expected duration of study changes, the College should adjust the COE accordingly.

Method

- 4.7 At the time of initial enrolment each student will be provided with a course schedule which will identify the units required to be completed in each study period in order to complete the qualification within the normal duration as indicated on the CRICOS register.
- 4.8 Students who are identified as being "at risk" for their course progress and is under BIC's intervention strategy, their course schedule may be adjusted to accommodate possible proposed action plan
- 4.9 The process used in Policy P.10V5 – Monitoring Course Progress and its associated intervention strategy will be used to also monitor whether students who are at risk of not completing with expected duration.
- 4.10. See P.10V5 – Monitoring Course Progress for details.

Related documents

P.10V5 Monitoring Course Progress
F.22V05 eCOE Change Form

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