



# International Student Course Duration Policy and Procedure

## 1 Background

Menzies Institute of Technology (hereinafter known as the “Institute”) will take all action to ensure that international students complete their studies within the expected duration of the program. The Institute will monitor the progress and attendance of international students and ensure that they are supported to complete their studies within the expected duration.

## 2 Purpose

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). In addition, this policy is to ensure that the volume of learning of a qualification is sufficient and within the AQF recommendation.

## 3 Audience

This policy is applicable for all international students and Student Services staff.

## 4 Definitions

**AQF** means Australian Qualifications Framework which can be accessed at:

<http://www.aqf.edu.au/>

**International Student:** refers to a student, required to hold a student visa for study in Australia.

**National Code:** refers to National Code of Practice for Providers of Education and Training to Overseas Students 2018

**PRISM:** refers to Provider Registration and International Student Management System.

## 5 Policy

- 5.1. The Institute ensure that students complete their studies within the expected duration of the course and the Institute only extends the duration in the circumstances outlined in National Code of Practice for providers to international students.
- 5.2. International students studying in Australia on a student visa must always be in a position to complete their studies in the duration specified in their Confirmation of Enrolment (CoE).
- 5.3. International students studying on a student visa must remain enrolled in a full time workload at all times unless the enrolment load has been reduced as part of a documented intervention strategy, approved special circumstances application or approved credit application implemented by the Institute.
- 5.4. The Institute may 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:
- a. Compassionate or compelling circumstances (for example illness where a medical certificate states that the student was unable to attend classes or where SPI was unable to offer a prerequisite unit). Other examples of circumstances could include but are not limited to:
    - i. Serious illness or injury, where a medical certificate states that the student was / is unable to attend classes;
    - ii. Bereavement of close family members such as parents or grandparents (Where possible a death certificate should be provided);
    - iii. Major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the student's studies; or
    - iv. A traumatic experience which could include:
      - v. involvement in, or witnessing of a serious accident; or
      - vi. witnessing or being the victim of a serious crime, and this has impacted on the student (these cases should be supported by police or psychologists' reports)
  - b. assessing and identifying students who have failed to meet the academic requirements or were at risk of not meeting satisfactory course progress in accordance with *MITP02 Vocational Course Progress Recording, Monitoring and Reporting Policy and Procedure*

- c. an approved deferment or suspension of study has been granted in accordance to the *MITP08 Deferral, Suspension and Cancellation Policy and Procedure*

5.5.Changes to the CoE duration may result in the need for a new student visa application. Students are responsible for the payment of all fees associated with student visa applications.

5.6.It is the responsibility of the Student Services Coordinator to receive and process requests for extensions of CoE and to notify students in writing that any extension will have an impact on their visa.

5.7.The expected duration of study specified in the international student's CoE must not exceed the CRICOS registered duration of the Institute.

5.8.If the Institute grants the international student RPL or Credit Transfer that reduces the overseas student's course length and the Institute must report any change in course duration in PRISMS if RPL or credit transfer is granted after the international student's visa is granted.

## **6 Procedures**

6.1 Students are required to complete their studies within the timeframe indicated on their CoE and student visa. The Institute 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.

6.2 At no time during a compulsory study period will any student be studying entirely on-line or distance learning. If there is an online component or off-campus non face to face hours for students to complete, this will not be more than one third of the minimum full time study load.

6.3 All students are required to attend classes on a full-time basis to ensure they meet the attendance requirements. This attendance is monitored as indicated in the *MITP01 Vocational Attendance Recording, Monitoring and Reporting Policy and Procedure* which is required as part of the National Code 2018.

6.4 The Institute 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 situations identified in Clause 5.4

6.5 The Institute will follow the steps outlined in the following policies and procedures where a student identified of the circumstances outlined in Clause 5.4

- a. *MITP01 - Vocational Attendance Recording, Monitoring and Reporting Policy*
- b. *MITP02 - Vocational Course Progress Recording, Monitoring and Reporting Policy*
- c. *MITP08 - Deferral, Suspension and Cancellation Policy*

6.6 For all extension of CoE matters, the student will be notified in writing and to inform the student that any extension will have an impact on their visa.

6.7 All changes to a student's course duration is to be reported to the Department of Home Affairs (DHA) via the PRISMS reporting system and records / documents of reasons and the decision process to be kept in student files.

## 7 Review

This policy will be subjected to a review every three years from the approval date. Exceptions to frequency of review can be made if necessary. Any person who wishes to enter a complaint concerning this policy may do so in accordance with the appropriate policies.

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<b>Related Policies/Documents:</b>	MITP01 Vocational Attendance Recording, Monitoring and Reporting Policy and Procedure MITP02 Vocational Course Progress Recording, Monitoring and Reporting Policy and Procedure MITP08 Deferral, Suspension and Cancellation Policy and Procedure
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<b>Version Number</b>	<b>Approval Date</b>	<b>Amendment</b>
1	15/07/2007	Creation of policy
2	28/10/2009	Update of next review date – amended Clause 2.2
3	26/09/2010	Update of next review date
4	01/06/2012	Amended Clause 3 and updated next review date
5	01/09/2016	Reviewed and updated the next review date
6	01/09/2017	Reviewed, added new Clause 2.6 and updated the next review date
7	01/02/2018	Reviewed, updated the term ‘National Code 2018’, deleted Clause 2.6 and next review date
8	18/04/2018	Updated policy name, policy and procedure sections