

Completion of Course within Expected Duration Policy

Purpose

This policy establishes the principles and processes by which Collarts will assess applications for a new Confirmation of Enrolment (CoE) by international students within the rules of Collarts, the *TEQSA Higher Education Standards Framework (Threshold Standards) 2015*, the *Education Services for Overseas Students (ESOS) Act 2000* and Standard 8 of the *National Code 2018*.

Scope

This policy applies to international students who may not complete their course of study within the expected duration as recorded in their CoE at the time of enrolment. This policy also applies to college staff when assessing and processing requests for a new CoE.

Definition of Key Terms

Academic Progression means successfully completing the requirements of all required units in their course of study to achieve the qualification (award)

COE (Confirmation of Enrolment) is an electronic document issued by Collarts to an international student which confirms their eligibility to enrol in a particular course, and must accompany their application for a student visa

DIBP (Department of Immigration and Border Protection) is responsible for administration of the student visa program

Intervention Strategy means an individually tailored academic skills and/or personal program to support a student with learning and/or personal difficulties to improve academic performance and/or attendance

PRISMS (Provider Registration and International Student Management) is an Australian Government secure online system that allows Collarts to issue confirmations of enrolment (CoEs). Australian Government agencies use PRISMS to monitor student compliance with visa conditions and provider compliance with the ESOS Act

Policy

Collarts has a proactive and systemic approach to monitoring academic progression and course attendance so that students at risk may be identified as early as possible and offered a tailored intervention strategy to assist their learning and academic performance through their course of study within the expected duration for completion.

Under Standard 8 of the *National Code 2018*, international students are required to complete their course of study within the expected duration as specified in their Confirmation of Enrolment (CoE) and the conditions of their student visa issued by the Department of Immigration & Border Protection (DIBP).

Collarts may extend the duration of study and permit a less than full-time load under the following circumstances:

- compassionate or compelling circumstances (e.g. illness where a medical certificate states that the student was unable to attend classes or where Collarts was unable to offer a pre-requisite unit)
- where Collarts has implemented an intervention strategy for students who were at risk of not meeting satisfactory course progress; or
- deferment or suspension of enrolment has been granted under Standard 9 of the *National Code 2018*

Repeating unit(s) of study as an international student

If an international student is required to repeat a unit of study due to failure to be deemed competent in that unit, they are not required to be enrolled to Collarts in a full-time capacity. The student must re-do the relevant unit at an additional cost to them which will be determined upon receipt of an 'Application for Extension of CoE' form request.

Students are not permitted to repeat a unit of study more than once. However a student may repeat a unit of study while in a full-time course of study where there are reasons to allow this such as not completing certain course components due to illness, evidenced by a medical certificate, or other exceptional circumstances beyond the control of the student, e.g. bereavement.

Lodging an 'Application for Extension of CoE' request

When an international student requires further time to complete their course of study, the student must lodge an 'Application for Extension of CoE' form with the Registrar. The form and instructions for lodgment can be found on the student portal of the college website.

Where an 'Application for Extension of CoE' is successful, Collarts will issue a new CoE via PRISMS and advise the student to contact the Department of Immigration and Border Protection (DIBP) to seek advice on any potential impacts on their visa, and to apply for a new student visa. Students must provide a copy of the new visa to the Office of the Registrar for the student records.

Where an 'Application for Extension of CoE' is denied, Collarts will not issue the new CoE required to extend the student visa and the student may not be able to complete their course of study. The student will be notified in writing of the reasons for the refusal and their rights to appeal the decision. Students wishing to make an appeal should refer to Collarts' *Grievance & Appeals Policy*.

Where an international student completes their course of study early, Collarts must also report this to DIBP via PRISMS and the duration of the student's visa may be reduced.

A copy of all applications, decisions and outcomes, including the new student visa, where applicable, will be kept on the student file.

Related Policies

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

- *Academic Integrity and Conduct Policy*
- *Assessment Policy*
- *Attendance & Participation Policy*
- *Misconduct Policy*
- *Monitoring Academic Progression Policy*
- *Intervention Strategy Guidelines*
- *Deferral, Suspension or Cancellation of Enrolment Policy*
- *Grievance & Appeals Policy*

All college policies referenced in this document can be found in the Collarts International Student Guide.

Further Information

Author:	Quality & Compliance Manager	Policy owner:	Registrar
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