

## PP12 COMPLETION WITHIN EXPECTED DURATION POLICY

### PURPOSE

This policy sets out the process for ensuring the completion within the expected duration of study meets the requirements of the National Code 2007, Standard 9.

### SCOPE

This policy applies to all staff of Southern Cross Education Institute who are responsible for monitoring a student's progress towards completion within the expected duration.

### DEFINITIONS

eCoE	Electronic Confirmation of Enrolment
Expected duration	For the purposes of Standard 9, the expected duration of a course is the duration of the course as registered on The Australian Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS). The expected duration for overseas students should not differ from the expected duration for domestic students. The course duration includes approved holiday periods.
PRISMS	Provider Registration and International Student Management System
SCEI	Southern Cross Education Institute
Student	Active, on-campus student with a current course of enrolment with Southern Cross Education Institute. A person (whether within or outside Australia) who holds a student visa as defined by the ESOS Act, but does not include students of a kind prescribed in the ESOS Regulations.

### POLICY

- SCEI will implement policies and procedures for monitoring the progress of each student to ensure that at all times the student is in a position to complete the course within the expected duration as specified on the student's eCoE.
- A copy of each student's eCoE and any variations to the eCoE will be stored in the Student Administration file.
- Except in the circumstances listed in National Code 2007 Standard 9.2, the expected duration of study specified in the student's eCoE must not exceed the CRICOS registered course duration.
- All students are required to attend SCEI on a full-time basis (minimum of 20 hours attendance per week) to ensure they meet the academic requirements of the course. Academic progress is monitored as indicated in PP13 Monitoring international student academic progress policy and procedure.
- Southern Cross Education Institute will only extend the duration of the student's course of study where it is clear that the student will not complete the course within the expected duration, as specified on the student's eCoE, 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 SCEI was unable to offer a pre-requisite unit; or
  - SCEI has implemented an intervention strategy for students who are at risk of not meeting satisfactory course progress; or
  - inability to begin studying on the course commencement date due to delay in receiving a student visa; or
  - bereavement of close family members such as parents or grandparents.
- When a student is subject to one of the above circumstances then Southern Cross Education Institute will follow the PP13 Monitoring international student academic progress and PP16 Deferring, suspending or cancelling the student's enrolment policy and procedures.

7. All changes to a student's course duration are to be reported to the Department of Immigration and Border Protection (DIBP) via the PRISMS reporting system.
8. Where there is a variation in the student's enrolment which may affect the student's expected duration of study in accordance with 9.2, SCEI will document this variation and the reasons for it on the Student Management System (Paradigm).
9. Copies of all documentary evidence relating to the decision process of extending a student's eCoE are to be to be kept in the student administration file and recorded in the Student Management System (Paradigm).
10. Southern Cross Education Institute does not provide any distance or on-line learning for international students.

#### RELATED DOCUMENTS

- PP13 Monitoring international student academic progress policy and procedure  
PP16 Deferring, suspending or cancelling the student's enrolment policy and procedure#

#### LEGISLATIVE CONTEXT

- Education Services for Overseas Students Act (2000)  
Education Services for Overseas Students (ESOS) Regulations 2001  
National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (2007); Standards 9, 10, 13.  
Standards for Registered Training Organisations (RTOs) 2015; Standard 1.4  
2017 Standard VET Funding Contract Skills First Program

#### RESPONSIBILITIES

##### Chief Executive Officer

- Responsible for overseeing the implementation and compliance with this policy

##### Campus Manager, Training Manager, Student Welfare Officers, Business Development Manager (International)

- Adhere to and comply with this policy

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Author	Compliance Manager
Approved by	Chief Executive Officer
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