

International Expected Duration of Study Policy

Policy Information

Policy Name:	International Expected Duration of Study
Policy Number:	663
Current Version:	05 – 26/05/2011
Purpose:	This policy outlines SBIT's compliance with the requirements of the ESOS Act 2000, Department of Immigration and Citizenship (DIAC) and the National Code 2007 that all International students complete their studies within the expected duration of their program as registered on a Student's CoE.
Scope:	This policy applies to all international students enrolled with SBIT and relevant faculty staff that are responsible for program delivery. For detailed policy and procedure on Academic Progression.
Exceptions:	Nil
Policy Owner:	Director, Market and Business Development
Policy Author:	Business Policy and Process Officer, Student Services, Susan Oates
Related policies and legislation:	<ul style="list-style-type: none"> ▪ Education Services for Overseas Students (ESOS) Act 2000 http://www.comlaw.gov.au/ComLaw/Legislation/ActCompilation1.nsf/\$file/EduSerforOverStud2000_WD02.pdf ▪ Migration Act 1958 http://www.austlii.edu.au/au/legis/cth/consol_act/ma1958118/ ▪ National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007 – Standard 9 – Completion within the expected duration of study http://aei.gov.au/AEI/ESOS/NationalCodeExplanatoryGuide/PartD/Standard_9.htm ▪ SBIT Policy No. 618 – International Student Academic Progression Monitoring ▪ SBIT Policy No. 661 – International Deferral, Suspension and Cancellation of Enrolment ▪ SBIT Policy No. 662 – International Online or Distance Learning
Internal procedures guided by this policy:	<ul style="list-style-type: none"> ▪ SBIT Procedure No. 6063 - International Expected Duration of Study ▪ SBIT Procedure No. 6018 – International Student Academic Progression Monitoring and Intervention

Policy

The Southbank Institute of Technology (SBIT) will monitor the workload of international students, in accordance with documented policy and procedure to ensure that they can complete the program within the expected program duration, as registered on CRICOS and as identified by the length of their student visa. Relevant faculty staff and teachers will monitor international students' workload through documentation of student attendances and in accordance with the SBIT Policy No. [618](#) – International Student Academic Progression Monitoring and its corresponding procedure.

- 1.1 Onshore International students will be eligible to undertake distance or online components only where the number of units does not exceed more than 25% of the total course and students enrol in at least one unit on campus in any given semester. This will be monitored in accordance with the SBIT Policy No. [662](#) – International Online or Distance Learning.
- 1.2 SBIT will only extend the duration of the student's study where it is evident that the student will not complete the program within the expected duration, as specified on the student's CoE, on the following grounds:
 - Compassionate or compelling circumstances such as those outlined in 1.3.
 - An implementation plan was delivered to the student after the Institute deemed intervention as necessary for a student 'at risk' of unsatisfactory academic progress outlined within the International Student Academic Progression policies and procedures
 - An approved deferment or suspension of study has been granted in accordance with the SBIT Policy No. [661](#) – International Deferral, Suspension and Cancellation of Enrolment. Except in the circumstances outlined here in 1.2, the expected duration of study specified in the student's CoE must not exceed the CRICOS registered course duration.
- 1.3 Compassionate or compelling circumstances could include, but are not limited to:
 - Serious illness or injury, where a medical certificate states that the student was unable to attend classes;
 - Bereavement of close family members such as parents or grandparents (documentary evidence will be required);
 - Major political upheaval or natural disaster in the home country requiring emergency travel when this has impacted on the student's studies; or,
 - A traumatic experience which could include:
 - Involvement in, or witnessing of a serious accident;
 - Witnessing or being the victim of a serious crimeWhen this has impacted on the student, these cases should be supported by police or psychologists' reports.
 - Where the SBIT was unable to offer a pre-requisite unit; or
 - Inability to begin studying on the course commencement date due to delay in receiving a student visa.

These are only examples of what may be considered compassionate or compelling circumstances. The faculties Head of School will use their professional judgement to assess each case on its individual merits. Documentary evidence must be provided to support these claims and copies of these documents must be placed and kept on the student's file.
- 1.4 The faculties Head of School will advise International Student Administration of the reasons why the extension of study is required.
- 1.5 When International Administration staff determines that the student cannot reasonably complete his or her program within the expected duration as specified on the student's CoE, they will update the student's details on PRISMS and ISAS. PRISMS will be updated by a Student Course Variation - Student Requests change to Existing Enrolment. DEEWR via PRISMS require the Institute to clearly state why the study extension is required and there are only 2 options - Compassionate or compelling circumstances or evidence of an intervention strategy. The Institute must have the evidence to support the variation on PRISMS.
- 1.6 All documentation will be maintained on the International Administration student record.

Glossary of Terms/Definitions

Terms	Definitions
Compassionate or compelling circumstances	These are generally circumstances beyond the control of the student and which have an impact upon the student's course progress or wellbeing. These may include: <ul style="list-style-type: none"> ▪ Serious injury (a medical certificate is provided) ▪ Bereavement of close family members (a death certificate may be provided) ▪ Major political upheaval or natural disaster in their home country ▪ A traumatic experience (i.e. car accident; witnessing a crime or being involved in a crime etc).
CRICOS	Commonwealth Register of Institutions and Courses for Overseas Students
Expected duration of a program	This is the program duration registered on CRICOS.
ISAS	Institute Student Administration System
PRISMS	Provider Registration and International Students Management System The management information system used by DEEWR and DIAC to record international student program enrolment details.

Revision History

Revision Date:	Status: (Draft/Final)	Summary of Changes	Prepared/Approved By:	Revision #:
09/10/2008	Final	Initial document	International Policy and Process Officer	01
03/11/2008	Final	Minor revisions to the related policies and legislations section	International Policy and Process Officer	02
09/11/2009	Final	Changed the policy author and wording 'course' has been replaced with 'program'.	International Policy and Process Officer	03
11/06/2010	Final	Changed the policy owner/policy author and minor revisions made to Sections 1.3, 1.4 & 1.5.	Business Planning and Policy Officer	04
26/05/2011	Final	Change to author and owner. Change to new policy template	Business Policy and Process Officer, Student Services	05

Distribution

- Director, Market and Business Development
- Faculty Directors
- Heads of School
- Faculty Registrars
- All Faculty Education Staff
- All Faculty Administration Staff
- All International Sales Staff
- All International Administration Staff
- All Student Administration Staff