QMS 412 – International Students – Completion within Expected Duration

1. INTRODUCTION

This procedure identifies the processes for informing students of the process used to monitor student course progression to ensure completion within the period specified on a student's COE (Confirmation of Enrolment), in accordance with the National Code 2007.

2. REFERENCES

2.1 Education Services for Overseas Students Act 2000 (ESOS)
2.2 Education Services for Overseas Students Regulations 2001
2.3 The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (The National Code 2007). (Standards 9 & 13)
2.4 National Vocational Education & Training Regulator (NVR) Act 2011
2.5 Standards for NVR Registered Training Organisations (NVR RTO) 2011 (formerly AQTF)

3. DEFINITIONS

All students	International students studying VET, VCE. Bachelor Degree or ELICOS courses
eCOE	Electronic Confirmation of Enrolment generated by PRISMS
Compulsory study period	Study periods where study is undertaken
CRICOS	Commonwealth Register of Institutions and Courses for Overseas Students)
ISP	International Students Programs
PRISMS	Provider Register and International Students Management System

4. PROCEDURE

4.1 Information for students

4.1.1 ISP provides all students, in writing, the requirements documented in this procedure during the Chisholm orientation program for international students.

4.2 Requirements

4.2.1 All students are monitored to ensure they complete their course within the course duration as specified on their eCOE as per QMS 313 – International Students – Course Attendance and Progress.

4.2.2 No more than 25% of a total course load can be taken by distance education or online learning. Students can not be enrolled in only distance education or online learning in any compulsory study period.

4.2.3 Except in circumstances outlined in 4.3.2, the expected duration on a student's eCOE can not exceed the CRICOS registered course duration.

4.3 Monitoring Completion within Expected Duration

4.3.1 Teaching departments will: identify students not meeting course progression requirements as per QMS 313 – International Students – Course Attendance and Progress.

4.3.2 ISP will:

a) Assess the circumstances for each student who has been identified as not meeting course progression requirements and determine if an

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extension to the student's eCOE can be approved. Extension to the eCOE can only occur under the following circumstances:

- compassionate or compelling circumstances including illness, where Chisholm Institute is unable to offer a pre-requisite unit
- implementation of an intervention strategy for the student
- an approved deferment or suspension of study has been granted in accordance with Standard 13 of the National Code, as per QMS 328 – International Students – Suspension, Deferment or Cancellation of Enrolment

b) Extend the students eCOE where the student is assessed and deemed to be in a situation which meets one of the above requirements. The reasons for the extension and the details of the extension will be recorded on the student file.

c) Record on PRISMS the variation and or issue a new eCOE.

4.4 Appeals process

4.4.1 Students who are denied an extension of eCOE, may demonstrate, through documented evidence, compassionate or compelling circumstances which will be considered during the appeals process as per QMS 519 – Complaints.

5. FORMS AND ATTACHMENTS

NIL

6. RELATED PROCEDURES

6.1 QMS 318 - Attendance & Assessment Reporting
6.2 QMS 519 - Complaints
6.3 QMS 327 – International Students – Fees and Refunds Policy for Students
6.4 QMS 313 – International Students – Course Attendance and Progress
6.5 QMS 328 – International Students – Suspension, Deferment or Cancellation of Enrolment

7. REVIEW

This procedure is due for review: 31 August 2013

The process owner shall review this document twenty four, (24), months after initial publication and thereafter at twenty four, (24), monthly intervals.

8. KEYWORDS

Expected Duration, Course Completion, Course Attendance, Course Progress

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