



COMPLETION WITHIN THE EXPECTED DURATION OF STUDY POLICY AND PROCEDURE

CONTENTS

1. PURPOSE	2
2. SCOPE	2
3. POLICY STATEMENT	2
4. RELEVANT LEGISLATION AND DOCUMENTS	3
5. FEEDBACK	4
6. APPROVAL AND REVIEW DETAILS	4



COMPLETION WITHIN THE EXPECTED DURATION OF STUDY POLICY AND PROCEDURE

1. PURPOSE

- 1.1 The purpose of this policy is to ensure that Sunshine College of Management (SCM) monitors student progress in which the overseas student is enrolled to ensure they complete their course within the timeframe specified on their Confirmation of Enrolment (CoE).

2. SCOPE

- 2.1 This policy applies to all international students enrolled or intending to enrol at Sunshine College of Management.

3. POLICY STATEMENT

- 3.1 Sunshine College of Management is committed to ensuring that students are able to complete their course within the duration specified on their CoE.
- 3.2 The expected duration of study specified on the overseas student's Confirmation of Enrolment (CoE) will not exceed the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) registered duration for the course except where items 8 and 9 are evidenced.
- 3.3 All students are aware of the start and finish date of their studies as specified on their Confirmation of Enrolment and are encouraged to speak to the student support officer where they believe they will be unable to complete the course within the duration specified in their CoE.
- 3.4 All students are required to complete a course load of 20 hours per week. SCM does not provide any distance or online learning except when advised by the Department of Education to undertake online or blended (online + face-to-face) learning.
- 3.5 By default, SCM does not monitor attendance, however it is recorded for the purpose of its Course Progress and Intervention Policy. If a condition of registration was imposed by the Education Services for Overseas Students (ESOS) agency, SCM will monitor the minimum requirement for attendance of 80 per cent of the scheduled contact hours for the course. (Please refer to the VET attendance policy)
- 3.6 Where applicable, information relating to the requirements to achieve satisfactory course progress and attendance requirements will be made available to students before they commence the course via the website, the prospectus and the student handbook. The student will also be informed at orientation.
- 3.7 SCM will implement its Course Progress and Intervention Policy as a means of monitoring progress to ensure a student can complete his or her course within the expected duration.
- 3.8 The duration of a student's study will only be extended where, according to the Course Progress and Intervention Policy, it has been determined that the course cannot be completed in the expected duration as specified on the student's CoE as a result of:
- 3.8.1 Compassionate and compelling circumstances on the basis of demonstrable evidence as defined in SCM's Course Progress and Intervention Policy.
- 3.8.2 Where SCM is unable to offer a pre-requisite unit, or the overseas student has failed a pre-requisite unit and therefore faces a shortage of relevant units for which they are eligible to enrol; or
- 3.8.3 Inability to begin studying on the course commencement date due to delay in receiving a student visa.



COMPLETION WITHIN THE EXPECTED DURATION OF STUDY POLICY AND PROCEDURE

- 3.8.4 Where an approved deferment or suspension of study has been granted under Standard 9 of the National Code 2018 (Deferring, suspending or cancelling the overseas student's enrolment).
- 3.8.5 Where assistance is provided through an agreed intervention strategy (implemented or in the process of being implemented) evidenced from the overseas student's assessment tasks, participation in activities, or other indicators of academic progress, indicate the overseas student is at risk of not satisfying these requirements.
- 3.9 If Sunshine College of Management extends the duration of the student's enrolment, students will be advised to contact Immigration to seek advice on any potential impacts on their visa, including the need to obtain a new visa.
- 3.10 If Sunshine College of Management extends the duration of the student's enrolment, SCM will notify the Department of Education, via the Provider Registration and International Students Management System (PRISMS) and issue a new CoE to the student.
- 3.11 A copy of the CoE and any variation will be kept in the student administration file.

Records Management

- 3.12 Staff members must maintain all records relevant to administering this policy and procedure in the college recordkeeping system.

4. RELEVANT LEGISLATION AND DOCUMENTS

Documents

- Class Attendance Sheets
- Student Record of Results
- Individual Student Support Plan Form
- Individual Student Support Plan Register
- Academic Warning Letters 1, 2 and 3
- Student Deferment/Suspension/Cancellation Form
- International Student CoE Extension Request Form
- International Student CoE Extension Request Outcome Letter
- Student Complaints and Appeals Form
- Student Complaints and Appeals Outcome Letter

Legislation

According to Standard 8 of National Code 2018:

- 8.1 The registered provider must monitor overseas students' course progress and, where applicable, attendance for each course in which the overseas student is enrolled.
- 8.2 The expected duration of study specified in the overseas student's CoE must not exceed the CRICOS registered duration.
- 8.3 The registered provider must monitor the progress of each overseas student to ensure the overseas student is in a position to complete the course within the expected duration specified on the overseas student's CoE.
- 8.4 The registered provider must have and implement documented policies and processes to identify, notify and assist an overseas student at risk of not meeting course progress or attendance requirements where there is evidence from the overseas student's assessment tasks,



COMPLETION WITHIN THE EXPECTED DURATION OF STUDY POLICY AND PROCEDURE

participation in tuition activities or other indicators of academic progress that the overseas student is at risk of not meeting those requirements.

8.5 The registered provider must clearly outline and inform the overseas student before they commence the course of the requirements to achieve satisfactory course progress and, where applicable, attendance in each study period.

5. FEEDBACK

5.1 College staff and students may provide feedback about this document by emailing: compliance@scm.vic.edu.au

6. APPROVAL AND REVIEW DETAILS

Approval	Details
Approval Authority	CEO
Administrator	Compliance Manager
Version	1.0

Approval and Amendment History	Details of Approving Authority	Date of Approval
Original Approval Authority and Date	CEO	21/02/2021
Amendment Authority and Date	Compliance Manager	21/02/2021