

COMPLETION WITHIN EXPECTED DURATION

1. Purpose

This policy/procedure aims to comply with the standard 9 of the National Code 2017 respectively, international students are required to complete their studies within the expected duration of the program, as specified on the student's Confirmation of Enrolment (CoE).

This policy also aims at supporting learners to complete their qualification by keeping them informed about their academic progress (SRTO2015, Clause 1.7)

The policy establishes following procedures to ensure that students complete their studies within the expected duration of the course and the National Australian Institute of Technology only extends the duration in the circumstances outlined in relevant standards of the National Code of Practice for providers to international students.

2 Information for students

2.1.1 National Australian Institute of Technology provides all students, in writing, the requirements documented in this procedure during the orientation program for international students.

2.2 Requirements

2.2.1 All students are monitored to ensure they complete their course within the course duration as specified on their CoE.

2.2.2 No more than 25% of a total course load can be taken by distance education or online learning. Students cannot be enrolled in only distance education or online learning in any compulsory study period. National Australian Institute of Technology does not provide any distance or online learning.

2.2.3 Except in circumstances outlined below, the expected duration on a student's CoE cannot exceed the CRICOS registered course duration. See below.

- National Australian Institute of Technology will only extend the duration of the student's study where it is clear that the student will not complete the course within the expected duration, as specified on student's CoE, 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 the registered provider was unable to offer a pre-requisite unit);

- National Australian Institute of Technology implementing its intervention strategy for students who were at risk of not meeting satisfactory course progress; or
- An approved deferment or suspension of study has been granted under Standard 13.

3. Monitoring Completion within Expected Duration

3.3.1 Trainers along with the Training Manager will identify students not meeting course progression requirements as per the Department of Home Affairs (DHA) Course Progress Policy and Procedures for CRICOS Providers of VET Courses.

3.3.2 National Australian Institute of Technology will:

a) Assess the circumstances for each student who has been identified as not meeting course progress requirements and determine if an extension to the student's CoE can be approved. Extension to the CoE can only occur under the following circumstances:

- Compassionate or compelling circumstances including illness, where National Australian Institute of Technology is unable to offer a pre-requisite unit,
- Implementation of an intervention strategy for the student to support the course completion,
- An approved deferment or suspension of study has been granted in accordance with Standard 9 of the National Code 2018, as per the Deferring, Suspending or Cancelling a Student Enrolment Policy and Procedure.

b) Extend the students CoE 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 CoE.

All changes to a student's course duration is to be reported to the Department of Home Affairs (DHA) via the PRISMS reporting system and records / documents of reasons and the decision process to be kept in student files.

4. Appeals process

4.4.1 Students who are denied an extension of CoE, may demonstrate, through documented evidence, compassionate or compelling circumstances which will be considered during the appeals process as per Complaints and Appeals Policy and Procedure.