



Australian National  
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and **Technology**

## **Completion within Expected Duration of Study Procedure**

### **1.0 Purpose**

1.1 The purpose of this procedure is to define the system used to meet the requirements of:

- National Code Standard 9

### **2.0 Responsibility**

2.1 The Training Manager and Student Services/Administration Officer are responsible for implementation of this Procedure and to ensure that staff is aware of its application and implement its requirements and procedures.

### **3.0 Requirements**

3.1 The Institute must monitor the workload of students to ensure they complete the course within the duration specified in their CoE and Training Plan (domestic Students only) and do not exceed the allowable portion of computer generated learning or distance learning (Domestic Students only).

3.2 The Institute must only enable students to extend the expected duration of study for the course through the issuing of a new CoE in limited circumstances.

3.3 A copy of this policy is made available to staff and students through the Institute's website, Student Handbook and student induction.

### **4.0 Definitions**

4.1 Distance learning is study in which the teacher and student are separated in time or space throughout the duration of the unit of study. Distance learning differs from computer generated learning in that the study may be undertaken through written correspondence and exchange of hard copy materials.

4.2 Computer generated learning is study in which the trainer and student communicate mainly through electronic technologies for the unit.

4.3 The terms computer generated learning and distance learning do not apply where the student:

- does not hold a student visa
- is resident in a country other than Australia; and
- is undertaking a unit of study with a registered provider in Australia. Study of this sort is outside of the scope of the National Code 2007 (as the student does not hold a student visa).

4.4 A compulsory study period is one in which the student must enrol unless granted a deferment or suspension from enrolment or leave of absence under Standard 13. A compulsory study period does not include periods in which the student can elect to undertake additional studies. Standard 9.1 provides further details.

4.5 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



Australian National  
Institute of **Business**  
and **Technology**

Overseas Students (CRICOS). The expected duration for overseas students should not differ from the expected duration for domestic students.

## **5.0 Method**

5.1 Domestic and International students are expected to complete their course within the expected duration of study indicated on their Training Plans and CoE and/or as recorded on the CRICOS register.

5.2 At the commencement of the course the Institute requires students to register by completing a Student Commencement Form. Students who fail to register will be sent a letter/email or contacted direct by phone to register themselves immediately and will be informed that failure to do so will result in cancellation of their enrolment. If the student still fails to register, the Institute will cancel their enrolment and must notify PRISMS within ten (10) working days of the scheduled course commencement date. The same process will apply to students who fail to return from a study break.

5.3 At end of each compulsory study period, the Student Services Officer will ensure student results are checked to determine students are progressing toward completing their course within the expected duration.

5.4 Generally a compulsory full-time study load is minimum twenty (20) hours scheduled attendance per week.

### **5.5 The Institute may vary the compulsory full-time study load of a student if:**

- **There are compassionate or compelling reasons for reducing the load.**
- **The reduced load is part of the Institute's intervention strategy.**
- **The student has studied, or plans to study, extra units in another study period.**
- **The student has only a few units left to complete and these do not constitute a full-time load.**
- **Pre-requisite units are not available in that study period.**
- **The student is experiencing study difficulties.**

5.6 Any variances to the students compulsory full-time study load will be monitored by the Manager Academic and Student Services (MASS) to ensure students complete their course within the expected duration as specified in the student's CoE.

5.7 Variations to a student's enrolment load must be recorded on their file. Where the variation leads to an extension of the expected duration of study, the provider must report the student via PRISMS and issue a new CoE.

5.8 Students identified as 'at risk' of not completing within the expected duration will be required to attend a Course Progress Intervention Strategy meeting (Standard 10) to discuss ways to support the student, including:

- Identifying the problems that are impeding the course progress of the student.
- Increasing the study load of the student in a compulsory study period.
- Arranging with the student additional work to be undertaken outside of the compulsory study period, within an agreed time-frame.
- Assessing whether the course is still suitable for the student.



Australian National  
Institute of **Business**  
and **Technology**

- Extending the duration of the student's study
- Other arrangements as discussed and agreed upon.

5.9 The final outcome of this strategy may be reporting the student to DIBP for unsatisfactory course progress or, if the student is maintaining satisfactory course progress as defined in the Institute's Course Progress Policy, issue a new CoE of a length which will enable the student to finish the course and notify DOE via PRISMS of any extension to the original CoE.

5.10 The Institute may identify the student's actions constitute misbehaviour, as defined in our Deferment, Suspension or Cancellation policy where:

- A student has failed to register for a compulsory study period.
- A student has failed to attend classes for five (5) consecutive days without prior approval, or without a medical certificate from a registered medical practitioner.
- A student has deliberately under-enrolled without the Institute's approval.

5.11 The Institute may extend the duration of the student's study where it is clear that the student will not complete the course within the specified time frame in their CoE as a result of compassionate or compelling circumstances such as:

- The student's visa is delayed
- Illness/injury and where a medical practitioner's certificate states that student is unable to attend class.
- Where bereavement, trauma, or political unrest impact on the student and appropriate supporting documentation is provided (police/psychologists' reports).
- If the Institute was unable to provide a required pre-requisite unit.
- The student is studying a reduced load as part of the Institute's intervention strategy for students at risk of not meeting satisfactory course progress.
- Where the Institute has applied their Deferment, Suspension or Cancellation policy and approved the requested deferral of commencement of studies or the suspension of study under Standard 13.
- Where the student has failed occasional units throughout the course, but has not done so poorly as to be picked up by the Institute's intervention strategy for course progress. (In this case, the Institute would document the findings of the monitoring process and the decision to extend the student's duration of study in order to complete the course).

5.12 Any extension to the duration of an international student's course must be notified by the Institute on PRISMS and if necessary a new CoE issued.

5.13 Documentary evidence of any variances or extensions to the duration of a student's course, and the reasons for the variance/extension must be recorded by the Institute in the student's file.

5.14 No international student will be allowed to undertake more than 25% of his or her total course by distance and/ or computer generated learning, and will not be enrolled in any exclusively distance or computer generated learning units in any compulsory study period and must be studying at least one (1) unit that is not by distance and/or computer generated learning in each compulsory study period.

5.15 An international student may choose to enrol in exclusively computer generated learning or distance education study during a non-compulsory study period, if offered by the Institute. This



Australian National  
Institute of **Business**  
**and Technology**

study must be counted towards the maximum allowable period of computer generated learning or distance education of 25% of a student's total course.

5.16 If a student studies computer generated or by distance during a non-compulsory study period (if these options are available) and this leads to early completion of the course, the Institute will notify DOE of the student's early completion via PRISMS.

5.17 A student may also elect to study computer generated learning or by distance (if these options are available) in the following circumstances:

- Restore course progress (conditions outlined in 5.8 apply).
- The student no longer holds a student visa.