

## STUDENT HANDBOOK

### Part B – International Students

#### Section 9 – Completion within Expected Duration

The expected duration of a course is the course duration registered on CRICOS.

A student is issued a CoE based on the registered duration of a course (or a shorter duration if the student has already completed part of the course).

ALG systematically monitor INTERNATIONAL students and their workload to ensure they complete the course within the duration specified in their CoE.

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

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#### ALG's Role in Course Completion

ALG has documented policies and procedures for monitoring the progress of each student to ensure that he or she completes the course within the expected duration as specified on his or her confirmation of enrolment (CoE).

There is flexibility for ALG to vary a student's enrolment load throughout the course. Students may take a normal, reduced or increased study load in each study period, as long as providers monitor the workload to ensure the student completes the course within the duration specified in the CoE.

Some of the procedures ALG uses to ensure completion of course include:

- Fixed or 'standardized' timetables of studies and workload
- Any request of course variation or RPL from the standard course or workload is done in writing and in conjunction with approval from senior managers
- Progress monitoring at the end of each study period
- Automatic letters and warning sent when student at risk of not completing studies in expected duration.
- Intervention strategies when progress not being made to required level.

If a student refuses to maintain an approved load and breaches Course Progress requirements, then ALG will enforce the Course progress policy.

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#### Distance Education

As an international student, no more than 25 per cent of the student's total course can be done by distance and/or online learning.

Also, in each compulsory study period each student must be studying at least one unit that is not by distance or online.

If a student has only one unit to complete in a compulsory study period, and the unit is available by distance or online, the student may ask the provider to cancel the CoE (thus no longer requiring a student visa) and return to his or her home country to study the final unit of the course by distance or online study.

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## Extending the Duration of the Student's Study

ALG may 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 the student's COE, as the result of:

- a) 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)
- b) the registered provider implementing its intervention strategy for students who were at risk of not meeting satisfactory course progress; or
- c) an approved deferment or suspension of study has been granted under Standard 13 of the National Code

Students should refer to the section of Deferment for definition of compassionate or compelling circumstances.

Where there is a variation in the student's enrolment load which may affect the student's expected duration of study in ALG will record this variation and the reasons for it on the student file. ALG must also correctly report the student via PRISMS and/or issue a new CoE when the student can only account for the variation/s by extending his or her expected duration of study.

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## Can ALG Allow a Student to Study Less than what was Previously Considered a 'Full-Time' Load?

Yes, ALG can allow a student to enrol in less than a 'full-time' load in any study period if:

- there are compassionate or compelling reasons for reducing the load
- the reduced load is part of the provider'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 National Code 2007 has moved away from the concept of full-time to focus on a student completing within the expected duration of the course. As a result, the National Code 2007 offers greater flexibility to manage a students' work load. It allows students to spread their workload over more teaching periods, where a provider offers non-compulsory study periods, or to reduce their workload if they are having trouble adjusting.

This allows a student's enrolment load to fluctuate during the course. However, the provider must ensure the student follows an enrolment pattern that will allow the student to finish within the expected duration in the normal course of events.