



## International Student Completion within the Expected Duration of Study Policy

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### General Guidelines

This policy sets out the principles AIE will observe to ensure that international students complete their course within the expected duration of study. This policy only applies to international students as defined by the National Code 2007, Standard 9.

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### Completion within the Expected Duration of Study Policy

International students will be closely monitored to ensure that they complete within the expected duration as specified in the student's Confirmation of Enrolment (CoE) which is registered on the Australian Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS).

Extensions to the duration of a student's course will only be considered on the grounds of:

compassionate or compelling circumstances (e.g. illness where a medical certificate states that the student was unable to attend classes

or where AIE was unable to provide a prerequisite unit);

implementation of the intervention strategy, in accordance with the National Code 2007, Standard 10;

an approved deferment or suspension of study, in accordance with the National Code 2007, Standard 13.

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### Procedure

The progress of each student is monitored, recorded and assessed for each semester in which they are enrolled as per Monitoring Course Progress Policy for the student's progress towards completion within the expected duration.

After all results are available, the relevant Head of School authorises the addition of modules that have been failed in the previous term to be added to the student's current term timetable to enable the student to complete modules within the expected duration and fulfil pre-requisite requirements.

CoE changes will be made by International Admissions Manager, as notified by the relevant Head of School.

International Admissions Manager will generate new CoEs for extension or change of course requirements. International Admissions Manager alters and generates CoEs through PRISMS.

Records of alterations to an existing CoE will be kept in student's file.

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### References

ESOS Act 2000

National Code 2007, Standards 9, 10 & 13

DIBP Student Visa Requirements

AIE Course Progress Policy

AIE Monitoring Course Progress Policy

AIE Deferment of Enrolment Policy