

## **Duration: Study Load and Mode for International Students in Australia Irrespective of Study Location**

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<b>Related policies or other documents:</b>	Student Appeal Policy (UNE Policies D07/29714)  Guidelines: Compassionate and Compelling Circumstances for Full-Time International Students (Irrespective of Study Location in Australia) (ELIS website)  General Rule 7 - Academic Progress (UNE Policies)  Deferring and Suspending International Student Enrolment (Irrespective of study location in Australia) Policy on Uniform Credit Points (D07/28526)  Early Intervention Strategy for International Students Studying in Australia (Irrespective of Study Location in Australia – excluding Higher Degrees by Research Students), (D07/28425)

### **Rationale and Scope**

The revised National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (National Code 2007) requires UNE to demonstrate its compliance with the National Code 2007 at the point of CRICOS registration and throughout its CRICOS registration period.

This compliance requirement also applies to courses delivered in association with another provider where UNE is the registered provider. UNE is responsible for breaches of the National Code, whatever the nature of its contractual or other arrangements with another provider.

**Standard 9** of the National Code 2007 requires UNE to monitor the enrolment load of students to ensure they complete the course within the duration specified in their Confirmation of Enrolment (CoE) and do not exceed the allowable portion of online or distance learning. UNE is only able to extend the expected duration of study for the course through the issuing of a new CoE in limited circumstances.

In order to comply with **Standard 9**:

1. UNE must have and implement documented policies and procedures for monitoring the progress of each student to ensure that at all times the student is in a position to complete the course within the expected duration as specified on the student's CoE. In monitoring this enrolment load, UNE must ensure that in each compulsory study period for a course, the student is studying at least one unit that is not by distance or online learning.
2. UNE 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 UNE was unable to offer a pre-requisite unit);
  - b. the implementation of the Early Intervention Strategy for students who were at risk of not meeting satisfactory course progress; or
  - c. the grant of an approved deferment or suspension of study under UNE procedures for *Deferring and Suspending International Student Enrolment (Irrespective of study location in Australia)*
3. Where there is a variation in the student's enrolment load which may affect the student's expected duration of study in accordance with point 2, UNE is to record this variation and the reasons for it on the student file. UNE must 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.
  4. UNE may allow the student to undertake no more than 25 percent of the student's total course by distance and/or online learning. However, UNE must not enrol the student exclusively in distance or online learning units in any compulsory study period.
  5. Except in the circumstances specified in point 2, the expected duration of study specified in the student's CoE must not exceed the CRICOS registered course duration.

For the purposes of this procedure:

- distance learning is defined as *study in which the teacher and overseas student are separated in time or space throughout the duration of the unit of study (including on-line learning), but does not include study where the student is resident in his or her home country or another country off-shore and does not hold a student visa*. Units which include a component of face-to face on-campus teaching are not considered to be distance or on-line units for the purposes of the National Code 2007.
- 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 UNE procedures for Deferring and Suspending International Student Enrolment (Irrespective of study location in Australia)*. A compulsory study period does not include periods in which the student can elect to undertake additional studies.
- the expected duration of a course is the *duration of the course as registered on The Australian Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS)*. The expected duration for overseas students should not differ from the expected duration for domestic students.

## **Principle**

### **1.1 Study Load**

- 1.1.1 Full time international students in Australia must maintain a study load which will enable them to complete the course within the expected duration specified via CRICOS registration.
- 1.1.2 Advanced Standing must not result in an international student carrying less than a full time study load in any semester, except in their final semester.
- 1.1.3 The duration of the student's study period may be extended only where an international student cannot maintain a full-time study load due to:
  - a) compassionate or compelling circumstances; or
  - b) the implementation of the Early Intervention Strategy; or
  - c) an approved deferment or suspension of study being granted.

### **1.2 Study Mode**

- 1.2.1 A student may study up to 25 percent of the total course by on-line or distance learning, provided that all promotional materials contain appropriate provisions and students have accepted an offer to study at UNE on this basis.
- 1.2.2 Full-time international students may not be required to undertake any off-campus distance or on-line units, unless that requirement is stated explicitly in the written agreement with the student.
- 1.2.3 In any one given compulsory study period a student must enrol in at least one unit that is not by distance or on-line learning.
- 1.2.4 A student may choose to enrol exclusively in on-line or distance education study during a non-compulsory study period. However, this study must be counted towards the maximum allowable period of online or distance education of 25 percent of a student's total course.

## Procedure

### 2.1 Study Load

- 2.1.1 The International Services Manager, ELIS will run Census reports before and after the Census date to review data on student study loads.
- 2.1.2 Where an international student is not enrolled in a full time study load, the student is contacted by the International Services Manager, ELIS and is required to explain why a full time study load is not being undertaken.
- 2.1.3 Where an international student is able to reduce their study load due to a reason outlined under clause 1.1.3 the International Services Manager, ELIS will approve this change in study load and record the decision on the student's file.
- 2.1.4 Where an international student does not enroll in a full time study load subsequent to the advice provided by the International Services Manager, ELIS and the student is assessed as being unable to complete their course within the expected duration as specified on the student's CoE, the student is reported to the Department of Immigration and Citizenship (DIAC) by the International Services Manager, ELIS via the Provider Registration and International Students Management System (PRISMS) after all appeals have been exhausted.

### 2.2 Study Mode

- 2.2.1 The International Services Manager, ELIS will run Census reports before and after the Census date to review data on student study modes.
- 2.2.2 The International Services Manager, ELIS will notify and counsel students who enrol in an external or on-line unit if their current percentage stands at greater than 20%.
- 2.2.3 The International Services Manager, ELIS will contact any student who has not enrolled in at least one on campus unit to ensure that the student does enrol in one unit that is not by distance or on-line learning.
- 2.2.4 Where an international student has reached the 25 percent limit for studying on-line or by distance education:
- i. The International Services Manager, ELIS will advise the student that the limit has been reached and requires that their enrolment is altered to on-campus units;
  - ii. The International Services Manager, ELIS will monitor subsequent reports to ensure the student does not enrol in distance or online units in any remaining Study Periods.

## Approval Signature

06.07.2009  
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Date

  
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Signature  
*Director, English Language and International Services (ELIS)*

VERNON CREW  
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