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| Audience | Internal <input checked="" type="checkbox"/> | External <input checked="" type="checkbox"/> |
| Policy ID | EDN-009-I-POL Completion Within the Expected Duration of Study | |
| Responsible officer | Manager International Education | |
| Contact officer | Campus Coordinator | |
| Endorsed by | Continuous Improvement Committee | |
| Endorsement date | 27/03/19 | |
| Effective date | 01/04/19 | |
| Version | Version Feb 2019 | |

TABLE OF CONTENTS

1. Introduction 2
 1.1 Purpose 2
2. Scope 2
3. Legislative Context 2
4. Definitions 2
5. Policy Statement 2
6. Procedures 2
7. Related Policies And Procedures 3
8. Implementation 3

1. INTRODUCTION

1.1 Purpose

This policy is in place to ensure all staff and students are aware of the limited and well-defined circumstances whereby the duration of study, as specified in their Confirmation of Enrolment (CoE), can be extended.

2. SCOPE

This policy applies to:

- MEGT Institute (NSW and VIC)
- MEGT Institute Marketing, Admissions and Student Services staff.
- International students.

3. LEGISLATIVE CONTEXT

This policy satisfies the requirements of Standard 8 of the National Code 2018.

4. DEFINITIONS

MEGT Institute MEGT (Australia) Ltd, trading as MEGT Institute.

National Code The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018.

International Students Overseas students holding a student visa issued by the Australian Government Department of Immigration and Border Protection.

Written Agreement Course Acceptance Agreement.

CoE Confirmation of Enrolment, issued to international students, via the Provider Registration and Student Management System (PRISMS).

5. POLICY STATEMENT

MEGT Institute will monitor the enrolment load and course progress of each student to ensure they complete their course within the duration specified in their CoE and that appropriate advice is given to students who are at risk at not meeting course requirements.

MEGT Institute will only allow students to extend the duration of their studies in limited circumstances as detailed in paragraph 6.2.

6. PROCEDURES

1. MEGT Institute will regularly monitor the course progress of each student to ensure that they are in a position to complete their course within the expected duration as specified in their CoE (See EDN-010-I-POL Monitoring Course Progress Policy and Procedure).
2. Students can only extend the duration of their study when it has become clear to MEGT Institute that the student will not complete their course within the expected duration, as specified in the CoE in the following circumstances:
 - a. as a result of exceptional compassionate or compelling circumstances beyond the control of the student (See EDN-016-I-POL-Compassionate and Compelling Circumstances Policy),
 - b. as the result of the implementation of a course progress intervention strategy (See EDN-010-I-POL – Monitoring Course Progress Policy and Procedure, or

- c. a deferment or temporary suspension has been granted for a maximum period of six (6) months (See EDN-013-I-Deferral Suspension and Cancellation Policy and Procedure).
3. If an extension of course duration is granted, MEGT Institute will notify The Department of Education via PRISMS and issue a new CoE following normal admissions processes (See EDN-003-I-POL-Admissions Policy and Procedures).
4. If an extension of course duration is granted MEGT Institute will advise the student to contact Immigration to seek advice on any potential impact on visa i.e. Visa extension.

7. RELATED POLICIES AND PROCEDURES

EDN-003-I-POL Admissions Policy and Procedure

EDN-010-I-POL Monitoring Course Progress Policy and Procedure

EDN-013-I-POL Deferral, Suspension and Cancellation Policy and Procedure

EDN-016-I-POL Compassionate and Compelling Circumstances Policy and Procedure

8. IMPLEMENTATION

EDN-009-I-POL Completion Within the Expected Duration of Study Policy and Procedure is made available via MEGT Institute's websites and on the MEGT Intranet internally.

9. RESPONSIBILITIES

The Manager International Education will review this policy annually, or in case of legislative changes requiring amendments.

10. ATTACHMENTS

N/A

11. PROCESS MAP

N/A