

<b>AUDIENCE</b>	<b>INTERNAL</b> <input checked="" type="checkbox"/>	<b>EXTERNAL</b> <input checked="" type="checkbox"/>
<b>POLICY ID</b>	EDN-009-POL – Completion Within the Expected Duration of Study Policy and Procedure	
<b>RESPONSIBLE OFFICER</b>	Campus Manager	
<b>CONTACT OFFICER</b>	Campus Manager	
<b>ENDORSED BY</b>	Continuous Improvement Committee	
<b>ENDORSEMENT DATE</b>	25/02/13	
<b>EFFECTIVE DATE</b>	25/02/13	
<b>VERSION</b>	8	
<b>SUPERSEDES</b>	7	
<b>REVIEW DATE</b>	12/11/16	

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## 1. Introduction

### 1.1 Modification History

VERSION	COMMENTS
	New Policy.
1	DIISRTE updated to DIICCSRTE The Department of Industry, Innovation, Climate Change, Science, Research and Tertiary Education
2	Clarification of policy scope to include all MEGT Education entities.
4	Updated DIAC - Department of Immigration and Citizenship to DIBP - Department of Immigration and Border Protection
5	Updated DIICCSRTE Acronym to Department of Education Updated DIBP Acronym to Department of Immigration and Border Protection
6	Removed reference to MEGT Education Group
7	Updated footer to include updated CRICOS code
8	Deferred review date until second half of 2016

### 1.2 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 Education (NSW and VIC).
- International students seeking to transfer to MEGT Education within six months of their principal course.
- International students enrolled with MEGT Education seeking to transfer prior to completing six months of their principal course.
- MEGT Education Marketing, Admissions and Student Services staff.

## 3. Legislative Context

This policy satisfies the requirements of Standard 9 of the National Code 2007

## 4. Definitions

**MEGT Education:** MEGT (Australia) Ltd, trading as MEGT Institute. ABILITY Education Pty Ltd, trading as ABILITY English

**National Code:** The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007

**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 Education 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 of not meeting course requirements.

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

## 6. Procedures

1. MEGT Education 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-Monitoring Course Progress Policy and Procedure).
2. Students can only extend the duration of their study when it has become clear to MEGT Education 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-POL-Compassionate and Compelling Circumstances Policy),
  - b. As the result of the implementation of a course progress intervention strategy (See EDN-010-POL – Monitoring Course Progress Policy and Procedure, or
  - c. A deferment or temporary suspension has been granted (See EDN-013-Deferral Suspension and Cancellation Policy and Procedure)
3. If an extension of course duration is granted, MEGT Education will notify The Department of Education via PRISMS and issue a new CoE following normal admissions processes (See EDN-003-POL-Admissions Policy and Procedures)

## 7. Related Policies & Procedures

EDN-003-POL – Admissions Policy and Procedure

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

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

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

## 8. Implementation

EDN-009-POL – Completion Within the Expected Duration Of Study Policy and Procedure is made available via MEGT Education’s websites and on the MEGT Intranet internally.

## 9. Responsibilities

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

## 10. Attachments

N/A

### 10.1 Process Map

N/A