

Completion Within Expected Duration of Study (International Students) Policy

POLICY PURPOSE

Students enrolled in UTS Insearch courses must complete the Course within the expected duration of study.

This policy ensures compliance with The National Code 2018 whereby UTS Insearch must monitor the workload of students to ensure they complete the Course within the duration as specified in their Confirmation of Enrolment (CoE). UTS Insearch will only allow students to extend the expected duration of study for the Course in limited circumstances. A new CoE will be issued in these cases.

SCOPE

This policy applies to all international students on student visas, enrolled in Courses offered by UTS Insearch in Australia (including the UTS Foundation Studies programs which are offered by UTS Insearch on behalf of UTS).

This policy does not apply to UTS Insearch domestic students, or students on other types of visas, such as tourist or working holiday visas.

DEFINITIONS are set out at the end of this policy.

POLICY PRINCIPLES

Principle	Responsible
WORKLOAD	
1. The expected Course duration for international students should not differ from the expected duration for domestic students.	Student
2. Academic Students may take a normal, reduced or increased study load in each study period, providing the workload is monitored to ensure the student completes the Course within the duration specified on the CoE. ELT students must enrol in a full-time load.	Student, Education Compliance Officer
3. Should students refuse to maintain an agreed/approved workload, the student will be firstly counselled and then advised of impending visa implications. If a student continues to refuse to enrol in the required load, UTS Insearch will implement one of two options: <ul style="list-style-type: none"> ▪ cancel the student's enrolment when the student refuses to enrol in an appropriate load; or ▪ document the student's behaviour and, if the student requests an extension of duration of study, refuse to issue a new CoE. 	Education Compliance Officer, Study Success Advisers, SSCR

Principle	Responsible
MONITORING STUDY LOAD AND PROGRESS	
4. The expected duration of study specified in a student's CoE must not exceed the CRICOS registered duration. UTS Insearch will monitor every student's enrolment load, a minimum of once per Study Period to ensure students can complete the Course in the duration as per their CoE.	Education Compliance Officer
5. Student progress is assessed and recorded on completion of each subject/level. Any student that fails a subject or level in their Course may be considered 'at risk' to not complete the Course in the expected duration.	Education Compliance Officer
6. Teaching staff will: <ul style="list-style-type: none"> ▪ constantly monitor the progress of students. ▪ discuss any concerns with students and offer assistance as situations arise to help prevent students falling behind in their Course progress. ▪ report any concerns to the relevant Study Success Advisor as soon as identified. 	Teaching Staff
INTERVENTION STRATEGIES	
7. Intervention strategies can commence at any point during the Study Period	Study Success Advisers
8. Any Intervention required is acted upon and discussed with students as needed.	Study Success Advisers
9. Intervention strategies are tailored to meet each student's individual needs. Intervention strategies could include but are not limited to: <ul style="list-style-type: none"> ▪ Regular meetings with a Study Success Advisers for study assistance ▪ Support with implementing effective study strategies and time management skills ▪ Granting of special consideration in circumstances of serious illness or misadventure, which has affected the student's ability to submit or sit for assessments. ▪ Adding to the special needs register and drafting of a special needs plan if students needs comply with special needs policy ▪ Accessing learning support at UTS Insearch ▪ Reducing Course load. ▪ Accessing counselling support ▪ Applying for approved leave (ELT students only) ▪ Referring to any other support services if and when required or a combination of the above and a reduction/increase in Course load depending on intervention strategy. 	Study Success Advisers
10. UTS Insearch is open Monday to Friday and has a full time Study Success Advising team to assist students.	

Principle	Responsible
APPROVED DEFERMENT OR SUSPENSION OF STUDY	
11. Refer to Deferring or Cancelling Student Enrolment Policy.	
EXTENDING DURATION OF COURSE	
12. UTS Insearch will only extend the duration of enrolment in a Course <ul style="list-style-type: none"> • Under Compassionate or Compelling Circumstances, when it is clear the student will not be able to complete by the end date of the CoE. • where Intervention strategies have been implemented for students at risk of not completing satisfactory Course progress. • where there is an approved deferment or suspension of study. 	SSCR
13. UTS Insearch will provide relevant documentation to the student should an extension be granted. Students will be advised to contact the Department of Home Affairs to seek advice on potential impacts on their visa, including the need to obtain a new visa.	SSCR
GUIDANCE FOR DECISIONS	
<ul style="list-style-type: none"> ▪ All students are treated fairly and openly. ▪ UTS Insearch aims to maintain student confidentiality and privacy except as required by law. ▪ Appropriate information will be made available to students identified as at risk of not achieving satisfactory Course progress. ▪ Learning and other support will be made available to students at risk of not achieving satisfactory Course progress. ▪ Equity, consistency, transparency and natural justice principles are observed. 	All

DEFINITIONS

Academic Student	Student enrolled in any UTS Insearch diploma or UTS Foundation Studies Program offered by UTS Insearch.
Academic Teacher	Includes any class teacher or level leader, academic tutor, lecturer or subject coordinator of any UTS Insearch diploma or UTS Foundation Studies Program offered by UTS Insearch.

Compassionate or Compelling Circumstances	<p>'Compassionate or Compelling Circumstances' are generally those beyond the control of the student and which have an impact upon the student's Course progress or wellbeing. These could include, but are not limited to:</p> <ul style="list-style-type: none"> ▪ serious illness or injury, where a medical certificate states that the student was unable to attend classes ▪ bereavement of close family members such as parents or grandparents ▪ major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the student's studies; or ▪ a traumatic experience which could include: <ul style="list-style-type: none"> ▪ involvement in, or witnessing of a serious accident; and ▪ witnessing or being the victim of a serious crime; and this has impacted on the student (these cases should be supported by police or psychologists' reports). <p>Demonstrable evidence of a Compassionate or Compelling Circumstance must be provided.</p>
Course	<p>The sequence of Academic subjects or ELT levels.</p> <p>The term "Course" is used throughout this document to refer to UTS Insearch diploma Courses, UTS Foundation Studies programs and ELT programs.</p>
Confirmation of Enrolment (CoE)	<p>A document provided electronically, which is issued by UTS Insearch to prospective international students and which must accompany their application for a student visa.</p>
Education Access and Inclusion	<p>Students that have special needs in terms of learning as a result of disability (physical or mental) or illness.</p>
ELT Student	<p>Student enrolled in any UTS Insearch English Language Teaching program.</p>
Excluded/ Exclusion	<p>Students who are not permitted to re-enrol in any UTS Insearch Course.</p>
Intervention	<p>Process for supporting students who because of poor results are identified as being at risk of failing to make satisfactory Course progress.</p>
Level	<p>A Course of study in ELT offered at particular language levels.</p>
Program	<p>See "Course".</p>
Special Consideration	<p>The term used when a student who is experiencing (or anticipates that they will experience) significant difficulty in meeting assessment requirements due to serious illness or psychological condition, loss or bereavement, hardship or trauma and applies to have those factors considered in the determination of variation to assessment requirements or other special arrangements for learning and assessment.</p>
SSCR	<p>Student Sponsorship, Compliance and Reporting.</p>
Student at Risk	<p>Student at risk of not completing their Course and/or not meeting the entry requirements of their subsequent Course.</p>
Study Period	<p>One semester in a Diploma course, one semester in a UTS Foundation Studies program, and one term in an English Language program.</p>
Teaching Staff	<p>Includes any ELT class teacher or level leader, academic tutor, lecturer or subject coordinator.</p>
Teaching Period	<p>Academic semester or ELT term.</p>
UTS Insearch	<p>Insearch Limited</p>

SUPPORTING DOCUMENTS

- The National Code 2018
- Academic Course Progress Policy (International)
- Completion within Expected Duration of Study Procedure (International)

ADMIN USE ONLY

APPROVAL		
Signature:		
Name:	Chair of the Academic Board	Date: 26 June 2019
Policy Title	Completion Within Expected Duration of Study (International Students) Policy	
Policy Owner:	Dean of Studies	
Policy ID	PO/EDUC/01/19	
Effective Date:	2 May 2019	
Endorsed by:	Academic Standards Committee	Date: 20 March 2019
Approved by:	Academic Board	Date: 2 May 2019