
Duration of Study Policy

Policy/Document Approval Body:	Academic Board
Date Created:	21 April 2016
Policy Custodian:	Dean of Engineering
Policy Contact:	Accreditation Manager
File Location:	W:\Data - ALL.Standard\Policies and Procedures\EIT Policies and Procedures
Location on EIT website:	http://www.eit.edu.au/organisation-policies
Review Period:	Three years from date of commencement
Revision No:	1.1
Date of Revision:	21 October 2016
Date Approved:	28 November 2016
Date Commenced:	2 February 2017

1.0 Purpose

The Engineering Institute of Technology (EIT) has an obligation under the ESOS framework to ensure that CRICOS students are in the position to complete their studies within the prescribed duration of the program. This includes the allowable ratio of on-campus versus online learning.

EIT ensures CRICOS students are informed about the full-time study load requirements of their student visas.

To this end comprehensive services support and assist CRICOS students to complete their programs and identify and address any issues that may impact on timely completion.

2.0 Scope

This policy applies to all CRICOS students studying on-campus in Australia on student visas and all academic and administrative staff involved with courses which CRICOS students are enrolled in.

3.0 Principles

EIT will:

1. Provide CRICOS students with information that clarifies their obligations to maintain a study load that complies with the conditions of their student visas. More specifically they must:
 - Study full-time so that program completion occurs within the duration specified in their Confirmation of Enrolment (CoE);
 - Ensure a maximum of 25% of a program is studied online (refer to Appendix 1).
2. Enable CRICOS students to extend the expected duration of their CoE in limited circumstances, specifically:
 - If a student has been granted an approved suspension or deferment of studies under the Admissions Policy;
 - If a student is subject to an EIT initiated intervention strategy under the Assessment, Moderation and Student Progress Policy and the Students at Risk Policy.; or
 - If a student can demonstrate compassionate and compelling circumstances for the extension.
3. Assess applications for an extension of a student's CoE on the basis of compassionate and compelling circumstances in a fair and equitable manner.

4.0 Monitoring Enrolment Load

EIT will monitor CRICOS student enrolments and these are reviewed at the beginning of each semester to ensure that:

- Commencing CRICOS students are enrolled in a full-time load (4 units) for their first semester.
- Under-enrolled CRICOS students are identified. If they have not been granted an approved suspension or deferment, they are counselled about the risk this poses to their student visas.
- Over-enrolled CRICOS students are warned of the possible impact of taxing themselves.

If students are deemed to be deliberately under-enrolling over an academic year without acceptable reason, and contrary to EIT's advice, EIT may:

- Record this in the student's file and refuse to extend the student's CoE, or
- Cancel the student's enrolment

5.0 Monitoring Online Enrolment Load

EIT will monitor CRICOS student enrolments to ensure that they attend on-campus lectures to ensure that no more than 25% of a program is studied online. This will be achieved by recording attendance in class for CRICOS students. Student enrolments are also reviewed at the beginning of each semester to ensure that:

- Students enrol in programs that comprise no more than 25% of the learning online, and
- Students enrol in at least one unit that is not delivered online in each compulsory teaching period.

6.0 Compassionate and Compelling Circumstances

Students may apply for an extension of their CoE based on compassionate or compelling circumstances. Examples include, but are not limited to:

- Serious illness or injury.
- Bereavement for close family members.
- Major political upheaval or natural disaster in the student's homeland requiring emergency travel.
- A traumatic experience such as involvement in, or witness to a serious accident or crime.
- Occasional failure of units throughout the program which do not meet the threshold for intervention under the Assessment, Moderation and Student Progress Policy and the Students at Risk Policy.

Requests must be made using the Amendment of Program Form (CRICOS Students) and must be accompanied by relevant supporting documentation (such as medical certificates, police reports, death certificate, psychologist reports).

7.0 Extension of CoEs

EIT will only extend the duration of a student's study where it is clear that the student will not complete the program within the expected duration as a result of the circumstances outlined above. Or because the number of units left to complete a program is less than a full-time load.

The variation of the CoE and the reasons for the variation will be recorded via PRISMS.

A new CoE will be issued once the length of the extension required can be accurately predicted.

8.0 Record Keeping

Relevant documentation will be recorded in a student's file, including:

- A request for a CoE extension and the outcome.
- Under-enrolment and over-enrolment counselling including any action taken by EIT.
- Enrolment in online courses which constitute more than 25% of the program. Or where there are no face to face units in a compulsory teaching period, including any action taken by EIT.

9.0 Appeals

Students who are refused an extension of their CoE can appeal the decision by following the procedures of the Student Complaints, Grievances and Appeals Policy & Procedure.

10.0 Definitions

CoE: Confirmation of Enrolment

Compassionate or Compelling Circumstances: Circumstances that are generally beyond the control of the student and which affect the student's wellbeing or progress in their program of study.

Compulsory Teaching Period: All semesters are compulsory teaching periods.

CRICOS students: A student studying in Australia and holding an Australian student visa

ESOS Framework: Includes the Education Services for Overseas Students (ESOS) Act 2000, ESOS Regulations 2001, and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (National Code) 2007.

Full-time study: A standard full time study load is 4 units per semester over two semesters per calendar year (depending on total unit value of the program).

Lecture: Lecture sessions presented by the OCL, drawing on resources such as PowerPoint slides, software, hardware, and video recordings.

On-Campus delivery mode: Physical face-to-face, classroom based delivery, with students based on-campus.

On-Campus Lecturer (OCL): Full time, on-campus, multi-disciplinary engineering lecturer. Is physically present in all classes during all scheduled course contact hours to facilitate all on-campus content. The physically present OCL serves as the dominant/lead lecturer.

Online delivery mode: Online delivery using various technologies and live stream lectures.

Personal Study (guided): Self-study and all other remaining coursework activities. These are scheduled, on-campus sessions to allow facilitation by the OCL.

Personal Study (unguided): Self-study performed by a student outside of the scheduled course contact hours.

PRISMS: Provider Registration and International Student Management System

Supplementary Expert Lecturer (SEL): Subject matter expert lecturer who is used by the OCL to supplement classroom-based tutorial lectures to deliver specialised content to on-campus students.

Teaching Period: A scheduled duration within an academic year. EIT generally refer to teaching periods as Terms or Semesters. An EIT Term (used for online courses) = 12 weeks, an EIT Semester (used for on-campus courses) = 15 weeks.

Tutorial Lectures: Tutorial Lectures are scheduled, on-campus sessions presented by the OCL whilst being supplemented by an SEL who is streamed into the classroom via live video conferencing and can present specialist topics as required. Course content, problems, case studies and other study material are covered in a discussion style forum with facilitation by both the OCL and SEL.

Related Documents:

- Assessment, Moderation and Student Progress Policy
- Assessment, Moderation and Student Progress Procedure
- Students at Risk Policy
- Students at Risk Procedure
- Tuition Payment and Refund Policy
- Admissions Policy



**Appendix 1
Online Component Percentage for On-Campus Masters Courses**

EIT are required to ensure no more than 25% of a course is studied online by CRICOS students. For Masters Courses this is achieved via the following program structure/schedule.

CRICOS students studying an EIT Masters courses on-campus are required to study 10 hours per unit, per week. They are scheduled to take 4 units concurrently per teaching period. Thus students are required to spend 40 hours per week studying.

Of the 5 day study week there will be 4 scheduled course contact hours per day as shown in Table 1 below. Thus 20 hours of the course is scheduled on-campus (with all required student contact sessions occurring on-campus).

Below follows an example of the typical scheduled week for CRICOS students attending a Masters Course on-campus:

**Table 1:
Typical Weekly Scheduled Course Contact Hours
of a CRICOS Student Studying a Masters Course On-Campus**

Hours	Day 1	Day 2	Day 3	Day 4	Day 5	Required Hours
Units Covered	Unit 501	Unit 502	Unit 503	Unit 504	Unit 501/2/3/4	
Scheduled Course Contact Hours:						
8-9am	Lecture	Lecture	Lecture	Lecture	Unit 501 - Personal Study (guided)	20 hours
9-10am	Tutorial Lectures	Tutorial Lectures	Tutorial Lectures	Tutorial Lectures	Unit 502 – Personal Study (guided)	
10-11am	Practical / Laboratory / Assignment	Practical / Laboratory / Assignment	Practical / Laboratory / Assignment	Practical / Laboratory / Assignment	Unit 503 – Personal Study (guided)	
11-12pm	Personal Study (guided)	Personal Study (guided)	Personal Study (guided)	Personal Study (guided)	Unit 504 – Personal Study (guided)	
Unscheduled:						
12pm +	Personal study (unguided)	Personal study (unguided)	Personal study (unguided)	Personal study (unguided)	Personal study (unguided)	20 hours
					Total	40 hours

Legend	
OCL	
OCL + SEL	

Referring to Table 1 above, of the 40 hours per week study required to complete the full course, 3 hours are delivered by the OCL and 1 hour is co-lectured by the OCL being supplemented by the SEL.

With the above pedagogy, the dominant mode of delivery is on-campus with 100% of the course being delivered on-campus by means of scheduled course contact hours and unscheduled personal study hours, as shown above.