

DURATION OF STUDY POLICY

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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 on their Confirmation of Enrolment (CoE); and
 - Ensure that no more than one-third of the units (or equivalent) within a program are studied by online or distance education.
2. Only allow CRICOS students to extend the duration of their enrolment (and CoE) in limited circumstances, specifically:

- If EIT assesses that there are compassionate or compelling circumstances based on demonstrable evidence; or
 - If a student is subject to an EIT initiated intervention strategy because the student is at risk of not meeting course progress requirements; or
 - If a student has been granted an approved deferral or suspension of their enrolment in line with EIT's Admissions Policy and Standard 9 of the National Code.
3. Assess applications for an extension of a student's enrolment (and 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, these are reviewed at the beginning of each semester to ensure that:

- Commencing CRICOS students are enrolled in a full-time load (4 or 5 units) for their first semester (except where granted RPL and by agreement with EIT); and a total of 9 units per year for Bachelor Degrees and 8 units per year for Masters degrees.
- 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 wish to overload they must apply to do so and will need to meet set eligibility requirements.

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 (and CoE)

5.0 Monitoring Online Enrolment Load

EIT will monitor CRICOS student enrolments to ensure that they attend scheduled on-campus sessions to ensure that no more than one-third of the units (or equivalent) of a program is studied online or by distance learning. 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 one-third of the learning online; and
- Students enrol in at least one unit that is not delivered online in each compulsory teaching period, unless the student is completing the last unit of their course.

6.0 Compassionate and Compelling Circumstances

Students may apply for an extension of their enrolment (and CoE) based on compassionate or compelling circumstances. Examples of compassionate or compelling circumstances 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; and
- Occasional failure of units throughout the program which do not meet the threshold for intervention under EIT's 'Assessment, Moderation and Student Progress Policy' and the 'Students at Risk Policy'.

Applications for enrolment and CoE extension must be made using the 'CoE Extension Application Form' 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 enrolment 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.

Any variation to a student's 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.

Students who do not have a compassionate or compelling reason for not completing their course/qualification within the duration of their CoE as per section 6.0, will not be approved for a new CoE which may prevent them from completing their course/qualification.

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; and
- Enrolment in online units which constitute more than one-third 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 EIT's 'Student Complaints, Grievances and Appeals Policy & Procedure'.

10.0 Definitions

Please refer to the EIT Glossary that can be found [here](#) for all definitions used in this document.

11.0 Related Documents

- Academic Honesty and Misconduct Policy and Procedure.DS
- Academic Misconduct Detection Policy.DS
- Admissions Policy.HE
- Assessment Moderation and Student Progress Policy.HE
- Assessment Moderation and Student Progress Procedure.HE
- Credit and Recognition of Prior Learning Policy.HE

- Diversity, Fair Treatment and Equal Opportunity Policy.DS
- EIT Ethics Statement.DS
- EIT Facilities and Learning Resources.DS
- Health and Wellbeing Policy and Procedure.DS
- Higher Education Fees Policy.HE
- Information Management and Security Policy and Procedure.DS
- Learning and Teaching Policy.HE
- Privacy Policy.DS
- Records Management Policy.DS
- Refund Policy International Students.HE
- Student Code of Conduct.DS
- Student Complaints, Grievances and Appeals Policy.HE
- Student Complaints, Grievances and Appeals Procedure.HE
- Student Support Policy.DS
- Student Support Procedure.DS
- Students at Risk Policy.HE
- Students at Risk Procedure.HE
- Tuition Protection Policy.DS

12.0 Related Legislation

The following legislation is relevant to this policy, however not all are mandatory for education providers:

- [Disability Discrimination Act 1992 \(Cwth.\)](#)
- [Disability Services Act 1986 \(WA\)](#)
- [Education Services for Overseas Students Act 2000 \(Cwth.\)](#)
- [Equal Opportunity Act 1984 \(WA\)](#)
- [Higher Education Standards Framework \(Threshold Standards\) 2021 \(Cwth.\)](#)
- [Privacy Act 1988 \(Cwth.\)](#)
- [Racial Discrimination Act 1975 \(Cwth.\)](#)
- [Sex Discrimination Act 1984 \(Cwth.\)](#)
- [Tertiary Education Quality and Standards Agency Act 2011 \(Cwth.\)](#)
- [Work Health and Safety Act 2011](#)

13.0 Accountabilities

The Academic Board is responsible for the review and approval of this policy.

The policy is to be implemented via induction and training of staff and distribution to students and EIT's community via the website and other publications.