

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);

- 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 (4.5 units) for their first semester (except where granted RPL and by agreement with EIT)
- 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 (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.
- 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.

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 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

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 Providers of Education and Training to Overseas Students (National Code) 2018.



Full-time study: A standard full time study load is 4.5 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.

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

PRISMS: Provider Registration and International Student Management System

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.

11.0 Related Documents:

- Assessment, Moderation and Student Progress Policy.HE
- Assessment, Moderation and Student Progress Procedure.HE
- Students at Risk Policy.HE
- Students at Risk Procedure.HE
- Higher Education Fees Policy.HE
- Refund Policy International Students.HE
- Admissions Policy.HE