Completion within Expected Duration of Study

Policy
ANC monitors the enrolment load of each student throughout the student’s course. Should a student’s enrolment load vary from one ANC compulsory study period to another, ANC will take action to ensure that the student is able to complete the course within the timeframe specified on the CoE.

The expected duration of study specified in a student’s CoE will not exceed the CRICOS registered course duration.

Under certain compassionate or compelling circumstances (please refer to the Compassionate or Compelling Circumstances policy), ANC will agree to vary a student’s study load.

If a student studies less than a full-time load in one or more study periods, the student is at risk of not completing his or her course within the timeframe specified on the CoE. The student may then be required to make up the enrolment load by studying units during a non-compulsory study period (i.e. between ANC compulsory study periods) or by studying additional units in some study periods. This will compensate for those study periods in which the student was studying a reduced load.

ANC will agree to extend the duration of a student’s enrolment and issue a new CoE only when it is clear that the student cannot reasonably complete his or her course within the expected duration as specified on the student’s current CoE.

ANC does not deliver programs by distance or online learning, so the requirements (Standard 9.5 of the National Code of the ESOS Act 2000) that students undertake no more than 25% of their program by online or distance learning and that students not be enrolled exclusively in distance or online units in any given study period is met. Because ANC does not offer distance or online learning, the ability to monitor the progress of each student against the expected course duration according to the CoE of the student is not compromised.

Procedures
Application for variation of enrolment
Students must apply to be enrolled for less than a full-time load. To do this, a student must complete an application for variation of enrolment. Documentary evidence of compassionate or compelling circumstances (as defined in the Compassionate and Compelling Circumstances Policy), or one of the circumstances defined in the following section (Circumstances which might be considered in an application for variation of enrolment) must be provided in support of the application. If the reason for the application is a compassionate or compelling circumstance outside of the student's control, the application must be submitted within 10 working days of the occurrence of those circumstances.

Circumstances which might be considered in an application for variation of enrolment
For applications for a variation of enrolment, the following circumstances will be considered in addition to compassionate and compelling circumstances as defined in the Compassionate and Compelling Circumstances policy:

- where ANC was unable to offer a prerequisite unit
- where the student was unable to begin studying on the course commencement date due to a delay in receiving a student visa.
- a reduced load in a study period or a course extension is part of an intervention strategy which has been implemented to assist the student to successfully complete the course
• the student has studied, or plans to study (such a plan can be made only in consultation with the Campus Officer), extra units in another study period
• the student has only a few units to complete and these do not constitute a full-time load

Assessing the evidence in support of an application for variation of enrolment
The course co-ordinator will assess the evidence provided by students in support of applications for variation of enrolment. All documentary evidence must comprise original documents or certified copies of original documents.

Action taken if an application for variation of enrolment is successful
If the application for variation of enrolment is successful, the Frontline Officer is responsible for the following procedures.

Register of students at risk of failing to complete their course within the expected duration
A record will be added to the register of students at risk of failing to complete their course within the expected duration.

Notice of reduced study load
The student will be sent a letter with a notice of reduced study load. The letter will inform the student of the requirement to meet with the Campus Officer prior to the start of the next term to discuss the process of making up for the reduced study load.

Filing relevant documents
The approved application form and all documentary evidence will be placed in the student’s file, along with the notice of reduced study load

Meeting with the Campus Officer
A meeting with the Campus Officer will be organised prior to the start of the next term. In this meeting, the process of making up for the reduced study load will be agreed upon.

Notice of increased study load for the next study period
After the meeting with the Campus Officer, the student will be sent a letter with a notice of increased study load for the next study period. The notice of increased study load will be placed in the student’s file.

Action taken if an application for variation of enrolment is unsuccessful
If the application for variation of enrolment is unsuccessful, the Frontline Officer is responsible for the following procedures.

Rejection of application for variation of enrolment
A letter will be sent notifying the student of the rejection of the application for variation in enrolment.

Filing relevant documents
The unapproved application form and all documentary evidence will be placed in the student’s file

Maintaining the current study load
The student will be required to maintain the current study load

Meeting with students on the register of students at risk of failing to complete their course within the expected duration
Before the beginning of each term, the Campus Officer will meet with students who appear on the register of students at risk of failing to complete their course within the expected duration. The Campus Officer will organise a revised study load for each student. This may involve the student undertaking an additional unit or units during the next term.
Extending course duration
A student’s course duration will be extended only when compassionate or compelling circumstances (as defined in the Compassionate and Compelling Circumstances Policy) are demonstrated and when a reduced study load is not possible in order to accommodate these circumstances.

Application for extension of course duration
A student who wishes an extension to his or her course duration must complete an application for extension of course duration.

Course extension upon approved deferment or suspension
Alternatively, a course extension may be approved if an approved deferment or suspension has been granted according to the conditions of Standard 13 of the National Code 2007.

Requirement to check with the nearest DIAC office
Students applying for an extension to course duration will be advised to check with the nearest DIAC office for information about the impact of the extension of the course on the student's visa.

Assessment of evidence provided in support of applications for course extension
The Campus Officer will assess the evidence provided by students in support of applications for course extension. All documentary evidence must comprise original documents or certified copies of original documents.

Extension of course duration in order to meet the requirements of an intervention strategy
If a student is applying for an extension of course duration in order to meet the requirements of an intervention strategy, the Campus Officer will ensure that, should the student meet the requirements of the intervention strategy, the student is likely to complete the course within the extended duration proposed.

Actions taken if an application for course extension is successful
If an application for course extension is successful, the Frontline Officer is responsible for the following procedures.

Filing relevant documents
The approved application form and all documentary evidence will be placed in the student’s file.

Reporting to DIAC the change in course duration
The change in course duration is reported to DIAC via the PRISMS system.

Issuing a new CoE
A new CoE is issued.

Note of the variation to the expected course duration placed in student's file
A note of the variation to the expected course duration and the reasons for the variation is placed in the student’s file.

Actions taken if an application for course extension is unsuccessful
If an application for course extension is unsuccessful, the Campus Officer is responsible for the following procedures.

Rejection of application for course extension
A letter will be sent notifying the student of the rejection of the application for course extension.

Filing of relevant documents

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The unapproved application form and all documentary evidence will be placed in the student’s file.

**Maintenance of current study load**
The student will be required to maintain the current study load.