



Purpose:

ANC will monitor the workload of students to ensure they complete the course within the expected duration specified in their COE. ANC will enable students to extend the expected duration of study for the course through issuing of a new COE in limited circumstances as listed in the procedure below.

Scope:

This policy applies to:

- International students enrolled at ANC
- ANC Marketing, Admissions, Academic, Student Services and Administrative staff.

All staff are made aware of the requirements of this policy through regular meetings, staff updates and continuous improvement practices. Students are made aware of the academic progress requirements through Student Handbook, during the enrolment and orientation processes and also throughout the course.

PROCEDURES:

- It is the responsibility of each Course Coordinator to ensure where possible timetables are set in such a way so that students have equitable distribution of study load throughout the course of enrolment.
- Students are provided with the timetable on their orientation day and at the beginning of each study period which identifies the unit required to be completed in that study period (semester).
- ANC encourage students to enrol in all the units delivered for their chosen group in a particular study period except in the circumstances where:
 - students are not required to do a unit due to credit transfer / recognition of prior learning
 - student has not previously complete the pre-requisite study component of a unit
- All students are required to attend scheduled classes on a full-time basis to ensure they meet the academic requirements.
- ANC does not provide any distance or on-line learning.
- After the completion of study period, results are entered in the student database system.
- Academic progress of each student is verified by the Director of Studies. Where a student has fallen behind or is identified to be at risk of not completing the course, a meeting is arranged with the student to work out an intervention strategy.
- If as a result of meeting, the Director of Studies assess that student can achieve better learning outcomes with reduced study load or modified study plan, he/she will make a report

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and forward it to CEO for his final assessment. If the study plan is approved CEO, a copy of modified study plan placed on student file.

- ANC may only extend the duration of the student’s study where it is clear that the student will not complete the course within the expected duration, as specified on the student’s COE, as the result of deferment, cancellation or suspension due to:
 - Compassionate or compelling circumstances
 - Implemented intervention strategy for students who were at risk of not meeting satisfactory course progress
 - An approved deferment or suspension has been granted
- Except in the circumstances specified above, the expected duration of study specified in the student’s COE will not exceed the CRICOS registered course duration.
- ANC will correctly report the student via PRISMS and /or issue a new CoE when the student can only account for the variations by extending his or her expected duration of study. Copies of all variations will be placed on student file.

NOTE:

This policy should be read in conjunction with the following policies:

- Monitoring Course Progress Policy and Procedures
- Deferment, Suspension & Cancellation of Enrolment Policy and Procedures

All changes to a student’s course duration is to be reported to the Department of Immigration and Border Protection (DIBP) via the PRISMS reporting system and records / documents of reasons and the decision process to be kept in student files.

Reference:

This policy/procedure supports ‘Standard 9’ of the ‘National Code of Practice for Registration Authorities & Providers of Education & Training to Overseas Students 2007’.

Documents/Forms:

1. Meeting with Student Form

Revision History

Version	Date	Revision Description
1.0	June 2013	Original
2.0	December 2013	Modified
3.0	March 2015	Modified

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