

UNSW Global Pty Limited	Completion within the expected duration of study Policy	
UNSW Institute of Languages	<input checked="" type="checkbox"/> Internal	<input checked="" type="checkbox"/> External
Responsible Officer	Director of Studies, English	
Contact Officer	Adele Pitkeathly	
Authorisation	Group Executive	
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## 1. Preamble

### 1.1 Purpose

This policy is in place to ensure all students are aware of the limited and well-defined circumstances whereby the standard duration of study on all UNSW Institute of Languages courses can be altered.

### 1.2 Background

This policy satisfies the requirements of Standard 9 of the National Code 2007.

### 1.3 Principles

Standard 9 of the National Code 2007 specifies that students may extend the duration of their study only when necessitated by compassionate and compelling circumstances, course progress intervention or approved suspension or deferral.

## 2. Scope

This policy applies to international students holding student visas enrolled in UNSW Institute of Languages programs. The policy also applies to all staff involved in the promotion, recruitment, admission, academic delivery, management or administration of overseas students on student visas.

## 3. Definitions

UNSW Institute of Languages is an education group of UNSW Global Pty Limited, a not-for-profit provider of education, training and consulting services and a wholly owned enterprise of the University of New South Wales.

UNSW Global Pty Limited and UNSW Institute of Languages CRICOS Provider No 01020K.

Course–UNSW Institute of Languages courses vary in length between 5 and 20 weeks, as documented in the program guide and student handbook.

Intervention – UNSWIL intervenes in the case of a student that is at risk of not meeting the academic expectations of UNSW Institute of Languages courses in accordance with its Monitoring Course progress policy

#### 4. Policy Statement

4.1 Students' academic progress will be monitored to ensure that international students are able to complete their course within the expected duration as specified on the student's Confirmation of Enrolment (COE). This monitoring process is documented in the UNSW Institute of Languages Monitoring Course Progress Policy.

4.2 The duration of a student's study will only be extended where it is clear that the course cannot be completed in the expected duration as specified on the student's COE as a result of:

- compassionate or compelling circumstances, for example illness where a medical certificate states that the student was unable to attend classes
- the implementation of the intervention strategy for students who were at risk of not meeting satisfactory course progress, (see Course Progress Policy)
- an approved deferral or suspension of study which has been granted under Standard 13. (See Student Deferral, Suspension and Cancellation Policy)

4.3 All students are required to study the full course load of 20 hours per week.

In the case of suspension of study for compassionate or compelling reasons (see above), a new COE will be issued when the student cannot reasonably complete his or her course within the expected duration as specified on the student's COE.

4.4 All courses are conducted in a classroom and distance learning is not a significant method of instruction.

4.5 Except in the circumstances outlined in 8.2, the expected duration of study specified in the student's COE will not exceed the CRICOS registered course duration.

#### 5. Legal and Policy Framework

This policy complies with the following legislative framework governing the delivery of education to overseas students studying in Australia on a student visa:

- Education Services for Overseas Students (ESOS) Act 2000  
<http://www.comlaw.gov.au/comlaw/management.nsf/lookupindexpagesbyid/IP200401844?OpenDocument>
- National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007 (The National Code 2007)  
<http://www.aei.gov.au/regulatory-information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/National-Code/Pages/default.aspx>

## **6. Implementation**

### **6.1 Responsibilities**

UNSW Institute of Languages must comply with the ESOS Act and its regulations. Each staff member involved in the promotion, recruitment, admission, delivery, management or administration of overseas students on student visas is responsible for the implementation of this policy.

### **6.2 Staff Roles**

Academic staff are responsible for monitoring Course Progress in accordance with the UNSW Institute of Languages Monitoring Course Progress Policy.

Student Services staff are responsible for issuing appropriate Confirmation of Enrolment (COE) documents in accordance with its Formalisation of Enrolment Policy.

### **6.3 Student Roles**

Students are expected to participate fully in the Course Progress monitoring process and to keep UNSW Institute of Languages fully informed of any issues affecting their course progress or ability to complete their course within the expected duration.

## **7. Review**

The Director of Studies, English will review this policy annually, or in case of legislative changes governing the delivery of education services to overseas students on a student visa

## **8. Attached Documentation**

### **9. Related Policies and Procedures**

UNSW Institute of Languages Monitoring Course Progress Policy  
UNSW Global Student Services Formalisation of Enrolment Policy  
UNSW Global Compassionate and Compelling Circumstances Policy