

## **P09- Completion within the expected duration of study [National Code 2017, Standard 9]**

### **1 Purpose**

- 1.1 The purpose of this policy and procedure is to define the system used to monitor and manage course duration for each student to ensure that he or she completes the course within the expected duration as specified on his or her confirmation of enrolment (CoE).
- 1.2 This policy and procedure only applies to international students.

### **2 Responsibility**

- 2.1 The Director of Studies is responsible for the implementation of this policy and procedure and to ensure that staff are aware of its application and implement its requirements.
- 2.2 The Academic/Student Support Manager is responsible for the execution of this policy. Student support, Marketing and Admissions staff must read and understand this policy.
- 2.3 This policy is made available to staff and students on Baxter Institute website and staff portal.

### **3 Definitions**

- 3.1 A study period is a discrete period of time measured in weeks. The study period begins from the student's actual commencement date. The course may contain one or more study periods. Different courses have study periods of different duration. All study periods within a course will be the same except for the final study period which may be shorter due to a course coming to an end, but it will still be considered as a full study period.

### **4 Requirements/Process – International Students**

- 4.1 International students are required to complete their course within the expected duration of study, as specified on the CoE. The expected duration in the student must not exceed the CRICOS registered course duration, unless the circumstances listed in 4.6 of this policy and procedure apply.
- 4.2. The student's progress will be monitored closely. Where required, Baxter Institute will take actions (as specified in Policy P10 – Course Progress and Intervention Strategy for International Students) to make sure students can complete the course within the expected duration.
- 4.3 A full-time student load is planned as a minimum of 20 hours scheduled attendance per week, however students may be engaged for less than this minimum requirement due to:
  - i) Compelling and compassionate reasons to reduce the study load
  - ii) The intervention strategy being implemented
  - iii) The student having studied extra units or planning to study extra units in another study period
  - iv) The student has only a few units left to complete the course and these do not constitute a full-time load
  - v) Unavailability of prerequisite units at the time they are required
- 4.4 Students may take the increased study load in each study period due to:
  - i) Compelling and compassionate reasons to increase the study load.
  - ii) The intervention strategy being implemented.
  - iii) Approval to fast track their course.
- 4.5 Baxter Institute does not offer online learning and distance learning. Baxter Institute offers no more than 25% of student's total course with computer aided learning (CAL). All records of CAL are retained on the Learning Management System (LMS).
- 4.6 Where it is clear that the student will not complete the course within the expected duration, as specified on his or her confirmation of enrolment (CoE), Baxter Institute may extend the duration of the student's course in the following circumstances:
  - i) In exceptional compassionate or compelling circumstances beyond the student's control:
    - On medical grounds (a medical practitioner's certificate must be provided indicating the student is unable to attend class);

- Serious illness or death of a close family member (independent evidence of the exceptional circumstances must be provided);
  - Major political upheaval or natural disaster in the home country requiring emergency travel when this has impacted on the student's studies; or
  - A traumatic experience which could include involvement in, or witnessing of a serious accident, and witnessing or being the victim of a serious crime.
- ii) Where Baxter Institute is unable to offer a prerequisite unit at the time it is required
  - iii) Where Baxter Institute is implementing an intervention strategy for students at risk of not meeting satisfactory course progress requirements.
  - iv) Where Baxter Institute has approved the deferral of commencement of studies or the suspension of study under Standard 13 (Refer to Policy P13 – Deferral, Suspension, or Cancellation of Enrolment).
  - v) When students are transitioned to new training packages and the transition and teach out periods result in an extension of course duration.
- 4.7 The variation to the student's enrolment load which may affect the student's expected duration of study, and the reasons for the variation, will be recorded by Baxter Institute on the student's file and the student management system (Wisenet).
- 4.8 In case the student cannot reasonably complete his or her course within the expected duration, Baxter Institute will not issue a new CoE until the length of an extension of duration of study can be accurately predicted. When the required extension of duration of study is specified, Baxter Institute will adjust the CoE accordingly and issue a new CoE to the student.
- 4.9 Baxter Institute must correctly report any variation to the duration of a student's course on the Provider Registration and International Student Management System (PRISMS).

## Methods

- 4.10 At the time of initial enrolment, each student will be provided with a training plan which will identify the units required to be completed in each study period in order to complete the qualification within the normal duration as indicated on the CRICOS register.
- 4.11 For students who are identified as being "at risk" (as defined in Policy P10 – Course Progress and Intervention Strategy for International Students) for their course progress and who are under Baxter Institute's intervention strategy, their training plan may be adjusted to accommodate the proposed action plan
- 4.12 The process used in Policy P10 – Course Progress and Intervention Strategy for International Students and its associated intervention strategy will be used to monitor whether students are at risk of not completing their courses within the expected duration.
- 4.13 See Policy P10 - Course Progress and Intervention Strategy for International Students for details.

End

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## 5 Revision history

Version	Date	Description of modifications
1	March 2008	Original
2.1	May 2009	Reviewed and no changes made
2.2	Nov 2010	Reviewed and now point to common process in P10 – Monitoring Course Progress.
3.0	Mar 2011	Updated to cover domestic students
3.1	25/04/2012	Reviewed and added definition of study period is 10 training weeks
3.2	19/2/2014	Reviewed and updated
3.3	26/10/2016	Reviewed and updated with minor changes in content
3.4	01/03/2017	Reviewed and updated: 4.2, 4.3, 4.4
3.5	02/03/2017	Reviewed and updated: 1.1, 1.2, 2.1, 4.2, 4.3, 4.4, 4.5, 4.6, 4.7
3.6	21/07/2017	Added 4.5. vi.
3.7	16/08/2017	Reviewed and updated 1.1, 4.5, 4.7, 4.10, 4.11, 4.12, 4.13 Reviewed and added 2.2, 2.3, 4.2, 4.8, 4.9. Updated to National Code 2017.
3.8	01/09/2017	Reviewed and updated 4.1, 4.3, 4.6
3.9	08/11/2017	Updated the address