

## Completion within Expected Course Duration of Studies Policy

### Scope

This policy applies to all staff and students of the Kaplan International National Provider schools (hereby referred to as “the School” or “Schools”), as follows:

- Kaplan International English (Australia) Pty Ltd (ABN 31 003 631 043) is trading as *Kaplan International Languages*.
  - Melbourne – Docklands Dr
  - Sydney - Goulburn St
  - Adelaide – Grenfell St
  - Perth - Hay St
  - Brisbane – Ann St

### Purpose

The purpose of this policy is to ensure that the School has a structured process in place to track the performance of each student throughout their course.

The School will monitor course progress and the attendance of students in line with the requirements of the National Code 2018.

The policy also documents how the School monitors the progress of each student to ensure that the student is in position to complete their course within the expected duration as specified on the student Confirmation of Enrolment (CoE) and in what circumstances the Confirmation of Enrolment (CoE) will be extended.

## Policy Statement

The School monitors the enrolment load and student academic progress as outlined in the *Course Progress Monitoring and Intervention Policy* and related procedures, to ensure the student will be able to complete their course within the expected duration of study specified in the Confirmation of Enrolment (CoE).

Students must enrol into the recommended levels in each compulsory study period to ensure that they will complete the course within the expected duration of their study.

All English language students undertake a minimum of 20 hours of face-to-face classroom-based learning and assessment. In addition to this, students are provided with online learning materials and activities to support them with their studies.

## Reducing Student Load

English language students cannot reduce their student load.

## Extension of Course Duration

At the School's discretion only, the duration of the student's study will only be extended in following circumstances:

- Compassionate or compelling circumstances – if applicable, students to apply using an *Enrolment Variation Request* form and supporting evidence;
- An intervention strategy for students at risk of not meeting satisfactory course progress is implemented as part of the *Academic Progress Procedures*;
- An approved deferment or suspension of study granted as part of the *Deferring, Suspending or Cancelling Student Enrolment Policy* and related procedures.

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.

The School's Principal Executive Officer approval is required for students to extend their course duration.

## Definitions

**Compassionate and Compelling Circumstances** are generally those **beyond the control of the student** and which have an impact upon the student's course progress or wellbeing.

These could include, but are not limited to:

- Serious illness or injury, where a medical certificate states that the student was unable to attend classes;
- Bereavement of close family members such as parents or

- grandparents;
- 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;
  - Witnessing or being the victim of a serious crime.

**CRICOS** - The **C**ommonwealth **R**egister of **I**nstitutions and **C**ourses for **O**verseas **S**tudents is an Australian government register that lists all Australian education providers offering courses to people studying in Australia on student visas and the courses offered.

## Relevant Legislation

- The Education Services for Overseas Students Act (ESOS Act)
- The National Code of Practice for Providers of Education and Training to Overseas Students 2018
- Education Services for Overseas Students Regulations 2019
- ELICOS Standards 2018

## Related Policies and Documents

This policy should be read in conjunction with the following:

- Course Attendance Monitoring and Intervention Policy
- Course Progress Monitoring and Intervention Policy
- Deferral, Suspension or Cancellation of Student's Enrolment Policy
- Assessment Policy
- Enrolment Terms and Conditions

## Version Control and Accountable Officers

It is the joint responsibility of the Implementation Officer and Responsible Officers to ensure compliance with this policy.

<b>Policy Category</b>	Academic			
<b>Responsible Officers</b>	Regional Director of Academic			
<b>Implementation Officer(s)</b>	Director(s) of Studies			
<b>Review Date</b>	January 2023			
<b>Approved by:</b>				
Policy Committee				
<b>Version</b>	<b>Authored by</b>	<b>Brief Description of the changes</b>	<b>Date Approved</b>	<b>Effective Date</b>
2.0	Kaplan Australia Quality, Regulations and Standards Team in collaboration with the KIL Academic Team.	Revised policy.	23.01.2020	30.01.2020
2.1	Quality, Regulations and Standards Team	Immaterial changes to locations under one provider	14.06.2022	14.06.2022
2.2	Quality, Regulations and Standards Team	Immaterial changes to one provider	21.10.2022	21.10.2022