Completion within Expected Duration of Study Policy

1. Aim

Ozford College (Ozford) monitors the workload of students to ensure they complete the course within the duration specified in their Confirmation of Enrolment (CoE) and do not exceed the allowable portion of online or distance learning (not applicable). Ozford will only enable international students to extend the expected duration of study for the course through the issuing of a new CoE in limited circumstances. Ozford does not offer any online or distance learning.

2. Scope

This policy applies to all Ozford staff and students.

3. Policy

3.1 Students’ academic progress will be monitored to ensure that international students will be able to complete their course within the expected duration as specified on the student’s Confirmation of Enrolment.

3.2 Unsatisfactory academic progress will be handled as described in the Academic Progress Policy.

3.3 Study duration will only be extended where it is clear that the course cannot be completed in the expected duration as specified on the Confirmation of Enrolment as a result of:
   • compassionate or compelling circumstances - see Deferral Suspension and Cancellation of Enrolment Policy;
   • a student undergoing an academic counselling or remedial program to address unsatisfactory progress;
   • an approved deferment or suspension of study under Standard 13. See Deferral Suspension and Exclusion Policy.

3.4 An application to extend the duration of a student’s enrolment must be discussed with the Head of Department and Student Services Co-ordinator.

3.5 Where there is a variation in the student’s load that may affect their expected duration of study, this variation and the reasons for it must be recorded on the student’s file.

3.6 The student’s circumstances must be recorded via Provider Registration and International Students Management System (PRISMS) and a new CoE issued when the student can only complete their course of study by extending the expected date of completion, due to the variations.

3.7 Except in the circumstances specified in 3.3 or 9.2 of the National Code, the expected duration of study specified in the student’s CoE must not exceed the CRICOS registered course duration.