



**OZFORD COLLEGE OF BUSINESS**  
**RTO No: 21442 CRICOS No. 02573B**

### **Completion within Expected Duration of Study Policy**

#### **1. POLICY**

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. Ozford only enable students to extend the expected duration of study for the course through the issuing of a new CoE in the limited circumstances specified in ESOS National Code Standard 9, namely:

- Compassionate or compelling circumstances
- Implementation of intervention strategies for at risk students
- Approved deferment or suspension of study

See also: Course Progress Policy and Procedures

#### **2. SCOPE**

This policy and procedures apply to all international student of the College. The procedures for implementing this policy operate concurrently and congruently with the Course Progress Policy and Procedures.

#### **3. PROCEDURES**

- 3.1 Applicants to Ozford courses are advised of Ozford course standard duration via Ozford marketing materials. Successful applicants (international students) will receive a Letter of Offer and CoE with a proposed course start and end date issued by Ozford Admission.
- 3.2 On enrolment at the Ozford students will be allocated an enrolment load which is consistent with the expected duration of the qualification being studied.
- 3.3 At the orientation session students will be advised of:
- The meaning and requirements for course progress and of the requirement to complete the course by the scheduled end date of the course.
  - Deferral/suspension of Enrolment requirements and associated policy and procedures
- 3.4 Upon students' commencement, student academic progress will be monitored. Monitoring of academic progress is fully specified in the Course Progress Policy and Procedures. It involves:
- Early detection of, and intervention in, unsatisfactory academic performance
  - Review of academic performance at end of first study period
  - Monitoring and implementing intervention strategies relating of students with lack of satisfactory academic performance during a consecutive study period.
  - Review of academic performance at end of consecutive study period.
- 3.5 **Extending the duration of a student's CoE on the basis of unsatisfactory course progress**
- 3.5.1 The Ozford policy and procedure for monitoring academic progress, ESOS National Code standard 10, consistent with the Department of Education –DIBP policy and procedures indicates that at all stages of reviewing the performance of students and implementing intervention strategies, the

likely or possible, impact on the student's course duration will be considered and noted. The benchmark for consideration is twofold, namely:

- the study program as outlined in the delivery and assessment strategy and
- the end date for the course as specified on the students CoE

3.5.1 Using these benchmarks the VET Coordinator in conjunction with the VET Admin Officer will review student academic performance and identify any students who cannot reasonably complete his or her course within the expected duration as specified on the student's CoE.

3.5.2 Using the course requirements and the proposed delivery schedule of the course identified in the delivery and assessment strategy, they identify the expected extra time required for the student to fully complete the requirements of the qualification.

3.5.3 On determination of the additional time and agreement with the student, the Admission Department will be advised that a new CoE should be issued to extend the duration of the student's study.

### **3.6 Extending the duration of a student's CoE on the basis of approved deferral/suspension due to compassionate/compelling circumstances or other grounds**

3.6.1 In some cases involving compassionate/compelling circumstance or other grounds, Ozford may consider extending the duration of a student's period of enrolment on the basis of student or College initiated suspension/deferral of enrolment. This is fully specified in the Deferral and Suspension of enrolment Policy and Procedures.

3.6.2 Using the course requirements and the proposed delivery schedule of the course identified in the delivery and assessment strategy together with student's current CoE course end date, the Admin Coordinator /Head of Student Services will examine the possible impact of such suspension/deferral on the expected course duration of the student and identify the amount of expected extra time required for the student to fully complete the requirement of the qualification.

3.6.3 On determination of the additional time and agreement with the student, the Admin Coordinator will advise the Admission Department that a new CoE should be issued to extend the duration of the student's study.

3.7 The student's circumstances must be correctly reported via 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.

3.8 Except in the circumstances specified in Standard 9.2 of the National Code, the expected duration of study specified in the student's CoE will not exceed the CRICOS registered course duration.

## **4. DEFINITION**

**Expected Duration:** The expected duration of a course is no greater than the duration of the course registered on The Australian Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS).