La Trobe Melbourne

Completion within Expected Duration of Study Policy

COMPLETION WITHIN EXPECTED DURATION POLICY

FOUNDATION STUDIES AND DIPLOMA PROGRAMS (FSDP)

La Trobe Melbourne will monitor each student's eligibility to complete their program within the duration specified on their CoE. Upon identifying that a student cannot complete their program within the specified time, La Trobe Melbourne will notify DIBP that either the CoE should be cancelled or extended, in line with the processes outlined in this policy below.

Purpose

The purpose of this policy is to ensure that the students are managed responsibly and in accordance with the ESOS Act 2000 requirements and in line with Standard 9 in the National Code 2007.

Definitions

CoE	Confirmation of Enrolment
DIBP	Department of Immigration and Border Protection
ESOS Act	Education Services for Overseas Students
PRISMS	Provider Registration and International Students Management System

Scope

The policy applies to students enrolled in the Foundation Studies and Diploma Programs. Note that La Trobe Melbourne does not offer any subjects via distance or on line learning, so references to this in Standard 9 do not apply.

Procedure

At the beginning of each trimester, each student is allocated to a class which reflects the duration of their CoE. The course in which each student is enrolled is also recorded on the relevant class list. Should any change in enrolment be requested/required, this can only occur with the approval of the Academic Director or the relevant Academic Coordinator, who must complete a Variation of Enrolment form, to authorise the change. Such changes must be signed off by both the Academic Director/Academic Coordinator and the student, and are then forwarded for entry into PRISMS, and issue of a new letter of offer, if appropriate.

Extension of Duration of Course

The only circumstances in which consideration may be given to an extension of duration of course beyond that specified on the CoE are:

1. Request from student to change course of study from Foundation Studies program to Diploma or vice versa

The granting of such requests is not automatic but it is recognised that some students may change their mind with regard to their degree destination, in which case the Academic Director will evaluate such requests.

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2. Demonstration of compassionate or compelling circumstances by student.

La Trobe Melbourne recognises that compassionate or compelling circumstances may arise from time to time that impact upon a student's ability to complete their program within the originally specified duration. These circumstances include:

- Compassionate or compelling circumstances such as serious illness or injury, supported by documented medical evidence, death or serious illness of an immediate family member or other traumatic event that impacts upon a student's ability to study;
- La Trobe Melbourne has implemented its intervention strategy for a student at risk of not meeting satisfactory course progress
- Approval has been given to defer, or suspend the student's enrolment, as per Standard 13**.** See La Trobe Melbourne Deferment, Suspension or Cancellation of Student's Enrolment Policy with regard to Standard 13.

4. Where a student has been identified as being at academic risk and La Trobe Melbourne's intervention strategy has been implemented

As per Standard 10 of the National Code, La Trobe Melbourne has a Course Progression Policy and Procedure in place with regard to monitoring student's academic progress. This includes reference to each student's academic progress being formally assessed at the end of each trimester. Should this assessment result in a student's enrolment in subsequent trimesters being affected, the Academic Director/relevant Academic Coordinator will complete a Variation of Enrolment form, which is signed by both the Academic Director/Academic Coordinator and the student, as evidence of the change. This is forwarded to the FSDP Administrative Support Officer, who may only enter such information into PRISMS once this form has been completed. The Variation of Enrolment form and counselling notes are retained on the student's file as evidence this process has taken place.

Policy Title	Completion within Expected Duration of Study Policy	
Policy Owners	Academic Director, Academic Coordinators	
Contact Persons	Jacqueline Tulk, Dragan, Jennifer Holmes, Dom Harden, Brigid McCarthy and Felicity Prentice	
Key Stakeholders	Academic staff Admissions Staff Students	
Approval Body	Joint Management Committee	**Agenda item 5** **Approved on 7 September 2010**
	La Trobe Melbourne Executive Committee	**2 September 2015**
Relevant Legislation	National Code 2007	
Related Policies	Student Grievance Policy Course Progression Policy Attendance Policy Deferment, Suspension or Cancellation Policy	
Related Guidelines		
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