

UNSW Institute of Languages Completion within the expected duration of study Policy

Policy Name	UNSW Institute of Languages Completion within the expected duration of study policy
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Responsibility	Director of Studies, English
Approved By	Marc Weedon-Newstead

1. Preamble

This policy is in place to ensure all students are aware of the limited and well-defined circumstances whereby the standard duration of study on all UNSW Institute of Languages courses can be altered. This policy satisfies the requirements of Standard 9 of the National Code 2007.

2. Scope

This policy applies to international students on student visas in UNSW Institute of Languages programs. The policy also applies to all staff involved in the promotion, recruitment, admission, academic delivery, management or administration of overseas students on student visas.

3. Definitions

UNSW Institute of Languages is an education group of UNSW Global Pty Limited, a not-for-profit provider of education, training and consulting services and a wholly owned enterprise of the University of New South Wales

UNSW Global Pty Limited and UNSW Institute of Languages CRICOS Provider No 01020K.

4. Terminology

Course–UNSW Institute of Languages courses vary in length between 5 and 20 weeks, as documented in the program guide and student handbook.

Intervention – UNSWIL intervenes in the case of a student that is at risk of not meeting the academic expectations of UNSW Institute of Languages courses in accordance with its Monitoring Course progress policy

5. Policy Statement

This policy complies with the following legislative framework governing the delivery of education to overseas students studying in Australia on a student visa:

- Education Services for Overseas Students (ESOS) Act 2000
<http://www.comlaw.gov.au/comlaw/management.nsf/lookupindexpagesbyid/IP200401844?OpenDocument>
- National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007 (The National Code 2007)
<http://aei.dest.gov.au/AEI/ESOS/NationalCodeOfPractice2007/Default.htm>

6. Policy Implementation

UNSW Institute of Languages must comply with the ESOS Act and its regulations. Each staff member involved in the promotion, recruitment, admission, delivery, management or administration of overseas students on student visas is responsible for the implementation of this policy.

7. Policy Review

The Director of Studies, English will review this policy annually, or in case of legislative changes governing the delivery of education services to overseas students on a student visa.

8. Policy Content and Procedures

- 8.1 Students' academic progress will be monitored to ensure that international students are able complete their course within the expected duration as specified on the student's Confirmation of Enrolment (COE). This monitoring process is documented in the UNSW Institute of Languages Monitoring Course Progress Policy.
- 8.2 The duration of a student's study will only be extended where it is clear that the course cannot be completed in the expected duration as specified on the student's COE as a result of:
- compassionate or compelling circumstances, (for example illness where a medical certificate states that the student was unable to attend classes
 - the implementation of the intervention strategy for students who were at risk of not meeting satisfactory course progress, (see Course Progress Policy)
 - an approved deferral or suspension of study which has been granted under Standard 13. (See Student Deferral Suspension and Cancellation Policy)
- 8.3 All students are required to study the full course load of 20 hours per week.
In the case of suspension of study for compassionate or compelling reasons (see above), a new COE will be issued when the student cannot reasonably complete his or her course within the expected duration as specified on the student's COE.
- 8.4 All courses are conducted in a classroom and distance learning is not a significant method of instruction.
- 8.5 Except in the circumstances outlined in 8.2, the expected duration of study specified in the student's COE will not exceed the CRICOS registered course duration.