



UNSW Global Pty Limited	Completion within the expected duration of study Policy	
UNSW Institute of Languages	<input checked="" type="checkbox"/> Internal	<input type="checkbox"/> External
Responsible Officer	Group Executive, UNSW Institute of Languages	
Contact Officer	Director of Studies, English	
Authorisation	Group Executive, UNSW Institute of Languages	
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Superseded Documents	IL-009-POL Version 2 IL-009-POL Version 3.3	
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1. Preamble

1.1. Purpose

Standard 9 of the ESOS National Code 2007 specifies that students may extend the duration of their study only when necessitated by compassionate and compelling circumstances, course progress intervention or approved suspension or deferral. This policy is in place to ensure staff give students the correct information regarding the limited and well-defined circumstances whereby the standard duration of study on UNSW Institute of Languages courses can be altered.

1.2. Background

This policy satisfies the requirements of Standard 9 of the National Code 2007.

2. Scope

This policy applies to all staff involved in the promotion, recruitment, admission, academic delivery, management or administration of overseas students on student visas.

3. Definitions

Course: For the purposes of monitoring student progress, UNSW Institute of Languages courses vary in length between 5 and 20 weeks, as documented in the program guide and student handbook.

Study Period: Has the same meaning as that given to it in Section 5 of the ESOS Act.

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.



4. Policy Statement

4.1. International students' academic progress will be monitored to ensure that students are able to 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.

4.2. 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 of the ESOS National Code. (See Student Deferral, Suspension and Cancellation Policy)

4.3. 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.

4.4. All courses are conducted in a classroom and distance learning is not a significant method of instruction.

4.5. Except in the circumstances outlined in 4.2, the expected duration of study specified in the student's COE will not exceed the CRICOS registered course duration.

5. Legal and Policy Framework

This policy complies with:

- the Education Services for Overseas Students (ESOS) Act (2000)
- The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007 (the National Code)

6. Implementation

6.1. Responsibilities

The Group Executive, UNSW Institute of Languages is responsible for the implementation, dissemination and review of this policy.

6.2. Staff Roles

Academic staff are responsible for monitoring Course Progress in accordance with the UNSW Institute of Languages Monitoring Course Progress Policy.

Student Services staff are responsible for issuing appropriate Confirmation of Enrolment (CoE) documents in accordance with its Formalisation of Enrolment Policy.



6.3. Student Roles

Students are expected to participate fully in the Course Progress monitoring process and to keep UNSW Institute of Languages fully informed of any issues affecting their course progress or ability to complete their course within the expected duration.

7. 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. Related Policies and Procedures

UNSW Institute of Languages Monitoring Course Progress Policy
UNSW Global Student Services Formalisation of Enrolment Policy
UNSW Global Compassionate and Compelling Circumstances Policy