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Custodian: Deputy Vice-Chancellor & Vice-President, Academic

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In developing this policy the University had regard to the provisions of section 40B(1)(b) of the Human Rights Act 2004 (ACT).

PURPOSE:

This policy sets out the principles the University will observe to assist international students in completing their course within the expected duration of study and is consistent with the intent of the *National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018)* under the terms of the *Education Services for Overseas Students Act 2000 (ESOS Act)*.

SCOPE:

This policy applies to all international students who are holding a student visa and are enrolled in courses provided by the University of Canberra including students enrolled at the University of Canberra College.

PRINCIPLE:

Monitoring Course Duration

The University will issue CoE's to students in accordance with the course duration as registered on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) and is based on the time taken to complete the course on a full-time basis, or an annual study load of 24 credit points.

The University will monitor student's enrolment to ensure that they are enrolled in sufficient units to complete their degree in line with the duration specified on the student's Confirmation of Enrolment (CoE).

Allowable Extension of Course Duration

The University will only permit students to extend the duration of their study where:

- there are compassionate or compelling circumstances based on demonstrable evidence; or
- where an intervention strategy is being or has been implemented because the student is at risk of not meeting course progression requirements; or
- an approved deferral or suspension of enrolment has occurred

Where a student's CoE is approved for an extension the student will be advised to consult with immigration to seek advice on any potential impacts on their visa, including the need to obtain a new visa.

Modes of Delivery

International students are not permitted to undertake more than **one-third** of their units via online learning and must study at least one unit that is not delivered online in a compulsory study period unless that unit is the last unit of their course.

The University will monitor students in each compulsory study period to ensure compliance with this requirement.

RESPONSIBILITIES:

Who	Responsibilities
International Student Support Service	<ul style="list-style-type: none">• Monitors unit enrolment to ensure students are not under enrolling and thereby extending the duration of their course• monitors online study to ensure compliance• Extends students CoE's and implements intervention strategy
Deputy Vice-Chancellor & Vice-President Academic	<ul style="list-style-type: none">• Policy owner

LEGISLATION:

This policy is governed by the:

- [University of Canberra Act 1989](#)
- [National Code of Practice Providers of Education and Training to Overseas Students 2018](#) (National Code 2018)
- [Education Services for Overseas Students \(ESOS\) Act 2000](#)

SUPPORTING INFORMATION:

Documents related to this policy are:

- [Completion within Expected Duration of Study for International Students - Procedure](#)
- [Academic Progress Procedure for Coursework Students](#)
- [Higher Degree by Research Progress and Milestones Procedure](#)
- [Higher Degree by Research Progress and Milestones Policy](#)
- [Deferring, Suspending or Cancelling an International Student's Enrolment - Procedure](#)

DEFINITIONS:

Terms	Definitions
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CRICOS	Official Australian Government website that lists all Australian education providers and registered courses for overseas students
CoE	The letter produced on the Department of Education and Training's database which confirms the provider and study arrangement of an international student and permits them to apply for a visa