



## SYDNEY FILM SCHOOL

Name	Completion within the expected duration of study		
<b>What is the purpose of this policy?</b>	To outline Sydney Film School's (SFS) procedure for monitoring the progress of each international student to ensure that at all times the student is in a position to complete the course within the expected duration as specified on the student's Confirmation of Enrolment (CoE).		
<b>Version</b>	#5	<b>Next review</b>	July 2017
<b>What law applies?</b>	The National Code 2007 (ESOS): Standard 9. Migration Regulations 1994: Schedule 2		
<b>Who is affected by this policy?</b>	<b>Who has rights?</b>	<b>Who has responsibilities?</b>	
	International Students only	Director of Education Student Registrar Education Administrator	

### Policy

SFS monitors the enrolment load of international 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.

SFS will ensure that in each compulsory study period for a course, the student is studying at least one unit that is not by distance or online learning.

SFS will extend the duration of the student's course where it is clear that the student will not complete the course within the expected CoE duration, in limited circumstances only.

SFS will allow the student to undertake no more than 25 per cent of the student's total course by distance and/or online learning. SFS will not enrol the student exclusively in distance or online learning units in any compulsory study period.

Except in the circumstances specified above, the expected CoE duration of study will not exceed the course duration published against SFS's CRICOS registration.

### Procedure

#### Completion within expected duration

The expected course duration is 52 weeks. All students are expected to complete their course in which they have enrolled within 52 weeks.

The Education Administrator monitors the course progress of each student to ensure that they are in a

position to complete their course within the expected CoE course duration - refer to SFS' *Monitoring Course Progress Policy and Procedure*.

**Extension of course duration**

Students may not always be able to complete their course in the standard duration; therefore there is some flexibility to allow for extensions in a limited range of circumstances.

The duration of a student's study may only be extended where it is clear that the student will not complete the course within the expected CoE duration, as the result of:

- a) compassionate or compelling circumstances, see SFS' *Compassionate and Compelling Circumstances Policy and Procedure*;
- b) implementing an intervention strategy for students who were at risk of not meeting satisfactory course progress and it is not possible to complete the intervention strategy within the expected duration, see SFS' *Monitoring Course Progress Policy and Procedure*; or
- c) an approved deferment or suspension of study has been granted, see SFS' *Deferment, Suspension and Cancellation of Enrolment Policy and Procedure*.

Variations in the student's load affecting the student's expected duration of study must be recorded on the student's file. The Student Registrar will report the variation via PRISMS and/or issue a new CoE when the student can only account for the variation/s by extending their expected duration of study.

**Version Control**

Approved by	Version #	Date
Management Committee	1	9 July 2009
Management Committee	2	11 April 2011
Policy and Procedure Committee	3	11 March 2015
Education Operations Interface	4	1 July 2015
Policy and Procedure Committee	5	2 May 2016