

1.0 Purpose

- 1.1 The purpose of this policy and procedure is to define the system used to monitor student course progress and to ensure that at all times the student is in the position to complete the course within the expected duration as specified on the student's eCOE as per the requirements, of the National Code 2018 Standard 8.

2.0 Scope

- 2.1 This policy and procedure applies to all student visa holders enrolled within courses offered by Macquarie Grammar School.

3.0 Policy

- 3.1 MGS will only extend the duration of student's study if the conditions specified in MGS Completion within expected duration policy and the National Code 2018 Standard 8 are clearly met.

4.0 Responsibility

- 4.1 The Director of Curriculum and Compliance and Admissions Officer are responsible for the implementation of this policy and procedure and to ensure that staff and students are aware of its application and that staff implement its requirements.
- 4.2 The Student Services Officer is responsible for completion of the **526-FM-MGS Course Extension Form** in conjunction with the Director of Curriculum and Compliance/Teacher and forwarding the form to the Admissions Officer to process.
- 4.3 The Admissions Officer is responsible to process eCOE extension through PRISMS.

5.0 Requirements

- 5.1 Students are monitored closely to ensure they complete their course within the course duration that is on their eCOE via implementation of **124-PP-MGS Course Progress Policy**
- 5.2 The eCOE will only be extended in the event where it is clear that the student will not complete the course within the expected duration, as specified on the student's eCOE as per Standard 8, as the result of:
- 5.2.1 compassionate or compelling circumstances including the circumstance (for example illness where a medical certificate states that the student was unable to attend classes or where the registered provider was unable to offer a pre-requisite unit);
 - 5.2.2 implementation of the intervention strategy for students who were at risk of not meeting satisfactory course progress as per **124-PP-MGS Course Progress Policy**; or
 - 5.2.3 an approved deferment or suspension of study has been granted under **014-PP-MGS Deferring Suspending or Cancelling Student Enrolment Policy**
- 5.3 Variations in the student's enrolment load and the reasons are recorded and placed on student file. In the event variation leads to extension of the duration of study a new eCOE will be issued via PRISMS for reporting and issuance.
- 5.4 MGS may allow the student to undertake no more than 25 per cent of the student's total course by distance and/or online learning. However, the registered provider must not enrol the student exclusively in distance or online learning units in any compulsory study period.
- 5.5 Except in the circumstances specified in Standard 8, the expected duration of study specified in the student's eCOE must not exceed the CRICOS registered course duration.

6.0 Method

6.1 Monitoring Enrolment Load

- 6.1.1 The progress of each student is monitored, recorded and assessed for each term or study period in which they are enrolled as per **124-PP-MGS Course Progress Policy** for the student's progress towards completion within the expected duration.
- 6.1.2 After all results are available, the authorised staff member authorises the addition of subjects that have been failed in the previous term to be added to the student's current term timetable to enable the student to complete modules within the expected duration and fulfil pre-requisite requirements.
- 6.2 **Under and Over-Loading the Timetable:** A student may study subjects during a non-compulsory study period or by overloading in some compulsory study periods to compensate for those study periods in which the student was studying a reduced load.

Students may be permitted to enrol in less than a 'full-time' load in any study period including when:

- 6.2.1 there are compassionate or compelling reasons for reducing the load
- 6.2.2 the reduced load is part of the intervention strategy as per **124-PP-MGS Course Progress Policy**
- 6.2.3 the student has studied, or plans to study, extra units in another study period as authorised by the relevant staff member(s)
- 6.2.4 the student has only a few subjects left to complete and these do not constitute a full-time load;
- 6.2.5 pre-requisite units are not available in that study period result in the student extending their study beyond the expected duration

6.3 Students Who Fail

- 6.3.1 At the completion of each set of compulsory assessments students who have not successfully completed the required tasks or module will be issued with an N-Determination and are advised by the MGS Director of Curriculum and Compliance and Student Services Officer of the options available:
 - a) Re Assessment
 - b) Tutorial/Additional assistance
 - c) Repeat of entire unit/modules/subject
 - d) Macquarie Grammar School will instigate an intervention strategy where the student is identified as being at risk of not achieving the course requirement for entry to the next course within a package and within the duration of the eCOE.

7.0 Procedure

- 7.1 On completion of each compulsory study period **124-PP MGS Course Progress Policy** and **096-PP-MGS Attendance Policy** will apply. Where, as a result of the **187-PP-MGS Academic Performance Policy**, students are identified as not likely to complete their course in the required time;
 - 7.1.1 the student is to be notified by the Director of Curriculum and Compliance and Student Services Officer in writing that they are not likely to complete their course within the expected duration.
 - 7.1.2 provide information on;
 - a) the circumstances in which an extension would be granted
 - b) strategy for student to complete course in expected duration
 - c) reasons why student may not complete course in expected duration
- 7.2 When it is evident that students will not complete their course in the expected duration, subject to the Director of Curriculum and Compliance and the conditions specified on Std 8 are met;
 - 7.2.1 student is required to repeat modules/course/subjects in a term or study period, the Student Services Officer will be notified by the Director of Curriculum and Compliance
 - 7.2.2 Student Services Officer will complete **526-FM-MGS Course Extension/Termination Notification** and the form will be signed by students
 - 7.2.3 completed form will be forwarded to Admissions Officer for eCOE extension
 - 7.2.4 Admissions Officer creates new student enrolment in Denbigh
 - 7.2.5 Admissions Officer generates new eCOEs for extension through PRISMS according to the completed Course Extension Form
- 7.3 When it is evident that students will not complete their course in the expected duration and the conditions specified in Standard 8 are not met, for example, the student is refusing to enrol in an appropriate load the Director of Curriculum and Compliance may refuse to approve course extension.
 - 7.3.1 Where Director of Curriculum and Compliance refuses a course extension request, the Student Services Officer will provide written advice to the student of the grounds for refusal, and notify the student of the right to appeal and how to activate the appeals process.
- 7.4 Where a student is applying for an extension to the duration for the course as specified on the eCOE, relevant documentation must be presented to the Director of Curriculum and Compliance and Student Services Officer for approval. Copies of all documentation will be kept on the student's file.
- 7.5 All variations to a student's load will be recorded in the hard file and in Denbigh. Where the variation leads to an extension of study, this will be reported via PRISMS and a new eCOE issued when the completion date can be accurately predicted.
- 7.6 All supporting documents and variations to enrolment will be kept on the student file.

8.0 Definitions

- 8.1 **eCOE:** Confirmation of Enrolment
- 8.2 **Registered Course:** A course of education or training provided by an institution body or person that is a registered provider of the course in that State or Territory, for the Education Services for Overseas Students Act 2000 and is registered on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS).
- 8.3 **National Code 2018:** The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018.
- 8.4 **PRISMS:** (Provider Registration and International Students Management System) provides Australian education providers with the electronic Confirmation-of-Enrolment (eCOE) facilities required for compliance with the Education Services for Overseas Students (ESOS) Legislation
- 8.5 **Expected Duration Alert:** function of the PRISMS system that warns the user when a student's eCOE end date is longer than the expected duration set by Department of Home Affairs
- 8.6 **Compassionate or Compelling Circumstances:** This means unusual or exceptional circumstances that are not part of daily life experience The following are examples of such circumstances that would need to be supported with provided evidence:
 - 8.6.1 Serious illness or injury, where a medical certificate states that the student is unable to attend classes for a significant period of time
 - 8.6.2 If illness is psychological – must provide a psychologists report
 - 8.6.3 Bereavement of close family members such as parents or grandparents
 - 8.6.4 Major political upheaval or natural disaster in the home country requiring emergency travel
 - 8.6.5 A traumatic experience which could include involvement in, or witnessing a serious accident; and witnessing or being the victim of a serious crime
- 8.7 **Compulsory Study Period:** is one in which the student must enrol unless granted a deferment or suspension from enrolment or leave of absence under Standard 8 of the National Code 2018.
- 8.8 **Distance Learning:** Study in which the teacher or trainer and the student are separated in time or space throughout the duration of the unit of study (including Online Learning), but does not include study where the student is resident in his or her home country or another country offshore.
- 8.9 **Online Learning:** Study in which the teacher or trainers and student communicate through electronic technologies for the unit. For the purpose of the National Code 2018, permissible Online Learning does not include study where the student is resident in his or her home country or another country and undertaking a unit of study with a registered provider which is located in Australia.
- 8.10 **Intervention strategy:** is a systematic plan for action consciously adapted in an attempt to address and reduce the causes of academic failure during student's enrolment. It has been developed to offer students with additional classes (intervention class).
- 8.11 **Re assessment:** Re-assessments invoke a fee of \$250 per unit and after a failed re-attempt the student is required to re-enrol in the module through course extension to complete the course.
- 8.12 **Tutorial:** A method of transferring knowledge and may be used as a part of a learning process. More interactive and specific than a book or a lecture.
- 8.13 **Module:** A discrete component of study within a course, the term includes 'subject' and 'unit'.

9.0 Records

- 9.1 **Tutorial Attendance:** Records are kept for attendance.
- 9.2 **Progress Reports:** Evidence of assessing course progress at the end of each study period. These reports are prepared as a series of comments by teachers indicating the student's current academic progress, attendance and attitude. These are requested on an individual basis when required by the Student Counsellor but may also be made available at any time to guardians/agents. Copies of all reports are put in student's file and may be sent to the agents and/or guardians
- 9.3 **526-FM-MGS Course Extension/Termination Notification:** Available at MGS Student Services and to be completed by Student Services Officer to extend student's ECOE and add enrolment details
- 9.4 a record of variations to student enrolment on student's file;
- 9.5 a record of online and distance education study, if any;
- 9.6 evidence of reporting variations to course length in PRISMS.

10.0 References

- 10.1 The National Code 2018
- 10.2 Department of Home Affairs requirements
- 10.3 Monitoring Course Progress Policy
- 10.4 014-PP-MGS Deferring Suspending or Cancelling Student Enrolment Policy
- 10.5 079-PP-MGS International Student Accommodation Guardianship and Welfare Arrangement Policy
- 10.6 526-FM-MGS Course Extension/Termination Notification

11.0 Revision History

Review Date: December 2014

Rev.	Date	Description of modifications
1.	20/06/2009	Original policy draft for ISC requirements
2.	26/11/2009	Amendments to title and footer
3.	15/05/2012	6.4.1 Inclusion of N-Determination
4.	11/02/2013	Amendment to Title, Purpose, Responsibility, Requirements and Method Inclusion of Scope, Policy, Procedure, Early Termination, Definition and Records
5.	05/09/2013	Inclusion of 5.4 and 5.4
6.	15/04/2014	Replaced DIAC with DIBP; eBECAS with Denbigh
7.	30/03/2016	Roles and Procedures
8.	18/03/2018	Updated Terminology, Roles and Procedures
9.	27/03/2023	Reviewed Document