

P4.3-PP-MGS **Completion or Partial Completion of Course**

1. **Purpose and Scope**

This policy covers the reporting of ELICOS Student Course Completion or Partial Completion, including the issuing of end-of-course documents.

It deals with the requirements of:

- National ELICOS Standard P4: End-of-course documents
- NESA Guidelines, Requirement 4.1.5: End-of-course documents

2. **Responsibilities**

The **Director of Curriculum and Compliance** will be responsible for implementing this policy, disseminating its contents to teachers and other staff members as appropriate, and keeping it updated.

3. **Completion or Partial Completion: End-of-Course Documents**

All students will be issued with end-of-course documents no matter how long they have studied and whether or not they will be finishing on the same date they originally applied for.

Each student will receive a certificate stating the following:

- their English language proficiency level upon exit from the course;
- the names of each level in which the student studied and the number of hours of study completed at each level;
- the dates between which they were enrolled at MGS;
- course name precisely as registered on CRICOS;
- MGS's details including address, phone number, email address for enquiries, ABN and CRICOS number
- name and signature of the Academic Manager who has overall responsibility for determining grades and levels.

Each student will also receive an academic record, which also gives final grades and some comments from teachers, together with an explanation of the grades. The level, grade and explanation of the grades are designed to give a good indication of their level of proficiency to further study institutions who may not have detailed understanding of IELTS terms. In other words, IELTS terminology is avoided.

4. **Revision History**

Version	Date	Description of Modifications
1.0	29 Mar 2015	Original Draft
1.1	21 Mar 2016	Roles, Procedure and Terminology
2.0	18 Mar 2018	Roles, Procedure and Terminology reviewed
3.0	27 Mar 2023	Reviewed Policy