

1. PURPOSE

This policy outlines how Brisbane North Institute of TAFE ensures international students complete their studies within the expected duration of study as specified on the students Confirmation of Enrolment.

2. SCOPE

Start Point	International students begin study under student visa
Finish Point	International student completed their study
Teams Involved	International unit and Faculty and student

3. REFERENCES

- [Migration Act 1958](#)
- [Education Services for Overseas Students \(ESOS\) Act 2000](#)
- [National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007](#)
- [TAFE Queensland Student Rules](#)

4. POLICY

Brisbane North Institute of TAFE (BNIT) will monitor the workload of international students to ensure that they can complete the program within the expected course duration, as registered on CRICOS and as identified by the length of their student visa. Relevant faculty staff and teachers will monitor international students' workload, academic progress and distance learning components.

4.1 Academic Progress

International students are required to complete their course of study within the expected duration as specified in the CoE. BNIT will monitor the progress of all international students in accordance with IP43 International Student Satisfactory Progress Policy to ensure that the student completes the program within the expected duration as specified on his or her confirmation of enrolment (CoE).

Extensions to the duration of student's study where it is clear that the student will not complete the course within the expected duration will be granted as the result of:

- a. Compassionate and compelling circumstances.
- b. BNIT implementation of an intervention strategy (IP43) for students at risk of not meeting satisfactory course progress.
- c. An approved deferment or suspension of study has been granted in accordance with IP59 Deferring, Suspending or Cancelling Enrolment.

Compassionate or compelling circumstances are generally those beyond the control of the student and which have an impact upon the student's course progress or wellbeing. These could include, but are not limited to:

- severe illness or injury occurring **after** enrolment. This must be supported by a medical certificate stating when the injury occurred or illness commenced.
- bereavement of close family members such as parents or grandparents;
- major political upheaval or natural disaster in the home country requiring emergency travel when this has impacted on the student's studies; or
- a traumatic experience which could include:
 - involvement in, or witnessing of a serious accident;
 - witnessing or being the victim of a serious crime.

These are only examples of what may be considered compassionate or compelling circumstances. BNIT will use professional judgement to assess each case on its individual merits. Documentary evidence must be provided to support these claims and copies of these documents must be placed and kept on the student's file.

4.2 Online or Distance Learning

BNIT international students on a student visa can study distance or online components only where the number of units does not exceed more than 25% of the total course and students enrol in at least one unit on campus in any given semester.

BNIT will ensure that all CRICOS registered programs are primarily face-to-face delivery with no more than 25% of online or distance learning components within each program in accordance with MPXX CRICOS Program Registration.

4.2 Variation of enrolment and Reporting

Where there is a variation in the student's enrolment load which may affect the student's expected duration of study in accordance with circumstances outlined in 4.1, BNIT staff will record this variation and the reasons for it on the student's file.

BNIT will report a student via PRISMS and issue a new CoE where it is determined that a student cannot reasonably complete his or her course within the expected duration as specified on the student's CoE.

DOCUMENT AUTHORISATION

Owned by	(signature)
Position Title	Manager, International Business
Authorised by	(signature)
Position Title	Institute Director