

# Completion Within Expected Duration of Study Policy

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## 1 PURPOSE

- 1.1 The purpose of this policy is to ensure that Actors College of Theatre & Television (ACTT) monitors student progress in which the overseas student is enrolled to ensure they complete their course within the timeframe specified on their Confirmation of Enrolment.

## 2 SCOPE

- 2.1 This policy applies to all international students studying VET courses at Actors College of Theatre & Television (ACTT).

## 3 POLICY STATEMENT

- 3.1 ACTT is committed to ensuring that students are able to complete their course within the duration specified on their CoE.
- 3.2 The expected duration of study specified on the overseas student's Confirmation of Enrolment (CoE) will not exceed the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) registered duration for the course except where items 3.8 and 3.9 are evidenced.
- 3.3 All students are aware of the start and finish date of their studies as specified on their Confirmation of Enrolment and are encouraged to speak to the Student and Academic Services staff where they believe they will be unable to complete the course within the duration specified in their CoE
- 3.4 All students are required to complete a course load of 20 hours per week. ACTT does not provide any distance or on-line learning.
- 3.5 By default, ACTT does not monitor attendance however it is recorded for the purpose of its Course Progression Policy and Procedure. If a condition of registration was imposed by the Education Services for Overseas Students (ESOS) agency, ACTT will monitor the minimum requirement for attendance of 80 per cent of the scheduled contact hours for the course.
- 3.6 Information relating to the requirements to achieve satisfactory course progress and attendance requirements, where applicable will be made available to students before they commence the course via the website, the prospectus and the student handbook. It will also be reinforced at orientation.
- 3.7 ACTT will implement its Course Progression Policy and Procedure as a means of monitoring progress to ensure a student can complete his or her course within the expected duration.
- 3.8 The duration of a student's study will only be extended where, during the course progress and intervention policy it has been determined that the course cannot be completed in the expected duration as specified on the student's CoE as a result of:
- compassionate and compelling circumstances on the basis of demonstrable evidence as defined in the Course Progression Policy and Procedure.
  - where ACTT is unable to offer a pre-requisite unit, or the overseas student has failed a prerequisite unit and therefore faces a shortage of relevant units for which they are eligible to enrol; or
  - inability to begin studying on the course commencement date due to delay in receiving a student visa.
  - where an approved deferment or suspension of study has been granted under Standard 9 (Deferring, suspending or cancelling the overseas student's enrolment).

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- where assistance is provided through an agreed intervention strategy (implemented or in the process of being implemented) evidenced from the overseas student's assessment tasks, participation in tuition activities, or other indicators of academic progress, indicate the overseas student is at risk of not satisfying these requirements.
- 3.9 If the College extends the duration of the student's enrolment, students will be advised to contact the Department of Home Affairs (DHA) to seek advice on any potential impacts on their visa, including the need to obtain a new visa.
- 3.10 If ACTT extends the duration of the student's enrolment, it will notify Department of Education, via the Provider Registration and International Students Management System (PRISMS) and issue a new CoE to the student.
- 3.11 A copy of the CoE and any variation will be kept in the student administration file.

### 4 FEEDBACK

- 4.1 Institute staff and students may provide feedback about this document by emailing [compliance@actt.edu.au](mailto:compliance@actt.edu.au)

### 5 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	CEO
Administrator	Compliance Manager