FULL TIME STUDY POLICY AND PROCEDURES

Policy Statement	This policy and procedure supports: • The Education Services for Overseas Students (ESOS) Act (2000) • The National Code Practice for Providers of Education and Training to Overseas Students 2018, Standard 8.
Responsibility for Implementation	Executive Manager Student Services, Manager Student Services, Higher Education Administrators, Academic Learning Support Staff, Associate Deans.
Compliance and Monitoring	Chief Executive Officer (CEO), Executive Manager Student Services, Academic Board

Purpose

This policy will ensure that Kent Institute Australia (Kent) will monitor the enrolment load of international students to ensure they complete their course within the duration specified on their Confirmation of Enrolment (CoE).

Scope

International students enrolled at Kent.

Aim

To ensure that all international students studying at Kent are aware of what constitutes a full time study load and therefore complete their course wherever possible, within the duration on their CoE.

Definitions

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:

- serious illness or injury, where a medical certificate states that the overseas student was unable to attend classes or requires a reduced study load
- bereavement of close family members such as parents or grandparents (where possible a death certificate or newspaper announcement should be provided)
- serious mental illness where a psychologist's report states that the overseas student was unable to attend classes or requires a reduced study load
- major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the student's studies
- a traumatic experience, which could include:
  - involvement in, or witnessing of a serious accident; or
  - witnessing or being the victim of a serious crime, and this has impacted on the student (these cases should be supported by police or psychologists' reports)
- where the registered provider was 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.

Online learning is study where the Lecturer or Trainer and Assessor and overseas student primarily communicate through digital media, technology-based tools and IT networks and does not require the

overseas student to attend scheduled classes or maintain contact hours and does not include the provision of online lectures, tuition or other resources that supplement scheduled classes or contact hours.

Distance learning is any learning that an overseas student undertakes off campus and does not require an overseas student on a student visa to physically attend regular tuition for the course on campus at the provider's registered location.

PROCEDURES

1.0 Full time study loads:

A full time study enrolment load for students studying at Kent is listed in **Table 1.** In accordance with the ESOS Act (2000) requirements all international students must be enrolled in a full time study load for each academic year.

Higher education students must also be:

- Enrolled in 4 Units in their first Trimester of study, and
- Enrolled in both compulsory Trimesters 1 and 2 of each academic year.

The Vocational Education and Training (VET students) full time study load for overseas students is a minimum of 20 scheduled course contact hours per week, unless otherwise specified by the Australian Skills Quality Authority (ASQA). This must be achieved to ensure that Kent VET students complete their course within the duration on their CoE.

Table 1. Full time study load

Course	Full time Study
Higher Education	8 Units in an academic year *(January to December)* If a student commences their course in Trimester 2 or 3 of an academic year, they only need to enrol in 4 Units to be considered full time in that academic year.
VET	4 Terms per year *(January to December)* Each Term consists of 10 weeks

2.0 Standard Full time study loads (higher education students):

Kent recommends the following enrolment for international higher education students to ensure they complete their studies within the duration of their CoE (**Table 2**).

Table 2. Standard full time study load for higher education students

Trimester 1	Trimester 2	Trimester 3 (*Optional*)
4 Units	4 Units	Nil; or Recommended to re-enrol in Units with a Fail or Absent Fail grade

3.0 Online or distance learning:

In accordance with the ESOS Act, Kent international students are not permitted to study more than one third of the total study Units in their respective courses, by distance learning and/or online study.

In any compulsory Trimester 1 or 2 (Higher education) or Term (VET) a student must be enrolled in at least one Unit of face to face study, the only exception is if the student is completing the last Unit of their course, that is only available online (via cross institutional agreement) or through distance/online learning (via Kent or an external party respectively).

3.1 Higher education

Kent does not provide higher education Units for study either online or through distance learning.

As Kent does not offer higher education Units/courses online, an online component of the course would only be through an approved cross-institutional study arrangement, in limited circumstances.

3.2 VET

Kent VET courses are delivered in face to face mode.

4.0 Non-Standard full time study loads (higher education students):

A non- standard full time study load is where a student is permitted to undertake a reduced load of 3 Units in a compulsory trimester, an example of which is indicated in **Table 3.** Students are only permitted to enrol in a non-standard full time study load when they have received approval from Kent staff by entering into a non-standard enrolment signed agreement.

In these circumstances, the Trimester 3 becomes a compulsory Trimester in which the student must enrol to facilitate successful completion of their course on time.

Table 3. *Non*- Standard full time study load for Higher Education students

Trimester 1	Trimester 2	Trimester 3 - compulsory
3 Units (minimum)	3 Units (minimum)	2 Units (remaining to equal 8 Units)

***Non*- Standard full time study loads may be granted:**

When	By
A student would benefit from a spread enrolment load to improve academic progress.	Academic Learning Support Co-ordinator Associate Dean
A student has personal circumstances making a reduced load in a compulsory Trimester in the student's best interest.	Executive Manager Student Services, Manager Student Services
A student has a Unit they are required to study which is not available in a compulsory Trimester 1 or 2.	Higher Education Administrator Associate Dean
A student has not passed the required pre-requisite Unit to allow further enrolment in a compulsory Trimester.	Higher Education Administrator Associate Dean

5.0 Non-Standard reduced study loads (higher education students):

A non- standard reduced study load is where a student is permitted to enrol in less than three (3) Units of study in a compulsory Trimester 1 or 2 and/or a reduced load results in the student attempting less than 8 Units in an academic year.

In these limited circumstances, the enrolment load of the student should still result in the attempt of 8 Units of study within an academic year wherever possible. Students are only permitted to enrol in a non-standard reduced study load when they have received approval from authorised Kent staff. The student and Associate Dean must sign the *Student Enrolment Agreement (Non-standard Reduced Load).*

The only exception to this is when a student is in their final Trimester of study and they have less than four (4) Units remaining in which to enrol.

***Non*- Standard reduced study loads may be considered:**

When	By
When a student requests a suspension in accordance with Kent's Student Suspension and Cancellation of Enrolment Policy and Procedure. *Compassionate/compelling grounds*	Manager Student Services Executive Manager Student Services
A student has personal circumstances which are beyond their control and impact their ability to study 3 Units in a compulsory Trimester. *Compassionate/compelling grounds*	Executive Manager Student Services
A student is unable to enrol in the required Units of study due to Unit availability. *Compassionate/compelling grounds*	Associate Dean
A student requires a reduced load in a compulsory Trimester due to poor academic progression as part of an escalated intervention strategy (AMI Stage 2). *Implemented Intervention Strategy*	Associate Dean

6.0 Non-Standard increased study loads (higher education students):

A non-standard increased study load is where a student is permitted to enrol in more than four (4) Units of study in a Trimester. Approvals for increased study loads are strictly limited for approval by the Associate Dean. The student and Associate Dean must sign the *Student Enrolment Agreement (Non-standard Increased Load)*.

7.0 Extension of Course Durations

An extension to the duration of a student's course may be considered by the Associate Dean or Manager Student Services (or nominee) when Kent determines that the student will not complete the course within the expected duration, as specified on the student's CoE, as a result of:

- Documented compassionate or compelling circumstances; or
- Kent implementing its intervention strategy for students who are at risk of not meeting satisfactory course progress (refer to the ***Academic Monitoring and Intervention (AMI) Policy and Procedures VET or HED***).
  An approved deferral or suspension of the overseas student's enrolment (refer to the *Student Withdrawal Suspension and Cancellation of Enrolment Policy and Procedures* and *Student Deferral of Enrolment Policy and Procedures*).

Extension of course durations will be recorded on the student's file as an intervention case log and correctly and promptly reported to the Department of Home Affairs (DHA) via the Provider Registration and International Student Management System (PRISMS).

Where a student's course duration is extended due to the above reasons, the student will be advised by Kent to contact Immigration to seek advice on any potential impacts on their visa, including the need to obtain a new visa.

8.0 Reporting

Students who do not meet the full time study load requirements, or do not follow the signed Student-Enrolment Agreement for either a Non-standard Reduced or Increased study load, may be subject to:

- Kent documenting the students under enrolment and refusing an extension of their current CoE, or
- Cancellation of the student's enrolment for refusing to enrol in the required full time study load.

Document Title: Full Time Study Policy and Procedures	
Date Compiled: 25th September, 2014	**By**: CEO
Due Date for Review: November, 2020	**Website Access Permission:** Public
Date Updated: 12th November, 2015 (Minor amendments - no Version Control change) 3rd November, 2016 (No Amendments) 23rd August, 2017 30th October, 2017 (Minor amendment) 20th February, 2018 (Minor amendment) 2nd October, 2018 9th October, 2019 29th March 2022 31 October 2024	**Reviewed by:** Managing Director-– Noted at Academic Board meeting 12th November, 2015 Associate Dean – Noted at Academic Board meeting 8th November, 2016 Executive Manager Student Engagement Executive Manager Student Engagement Executive Manager Student Engagement Executive Manager Student Engagement Executive Dean Executive Manager Governance Systems/Academic Board Secretary, Executive Manager Risk and Compliance/Governing Board Secretary Chief Risk and Compliance Officer
Version Control Update (Current): Version 1 – 25th September, 2014 Version 2 – 23rd August, 2017 Version 3 – 2nd October, 2018 Version 4 – 6 April 2022 Version 5 – 31 October 2024	**Endorsed by:** Academic Board **Meeting Date:** 13 November, 2014 – Written Resolution 28/10/2014 **V3** – 7th November, 2018 **Approved by:** Governing Board **Meeting Date:** 10th December, 2014 **V3** – 5th December, 2018 V4 – 6 April 2022 **Approved by:** **V2** Managing Director 23rd August, 2017 Executive Chair – 9th October, 2019

AMENDMENTS:

21/08/2017 – minor amendments - Clarify status of a student who enrols in either Trimester 2 or 3 in Clause 2 and remove reference to Master's degree in Tables.

30/10/2017 – Update Policy Statement reference to the National Code 2018 and clarify the process involved for the Manager Student Services approval of cases impacting on the student's workload and timely completion of the course referred to the Executive Dean.

20/02/2018 – update reference to Department of Home Affairs (DHA).

02/10/2018 – 12-month review of the procedures and update where required for clarification purposes. Addition of definitions.

09/10/2019 – 12-month review – minor word amendments to clarify VET full time course load, update Kent position titles.

06/03/2022 – 2-year review completed. Updated Full-time Study Load section to reflect new Term-based VET delivery model resulting in removal of references to Blocks. Addition of National Code definitions of Online and Desistance Learning referenced in the Policy and Procedure and additional reason for extension of course duration and associated requirement to inform student of potential visa implications.

31/10/2024 – Update for currency with respect to Kent Organisational Chart.