



## FULL TIME STUDY POLICY AND PROCEDURES

<b>Policy Statement</b>	This policy and procedure supports: <ul style="list-style-type: none"> <li>• The Education Services for Overseas Students (ESOS) Act (2000)</li> <li>• The National Code Practice for Providers of Education and Training to Overseas Students 2018, Standard 8.</li> </ul>
<b>Responsibility for Implementation</b>	Executive Manager Student and Campus Services, Student Engagement and Wellbeing Co-ordinators, Higher Education Administrators, Academic Learning Support Staff, Associate Deans, Manager Student Services
<b>Compliance and Monitoring</b>	Chief Executive Officer (CEO), Manager Risk & Compliance/Governing Board Secretary, 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 psychologists report or recommendation from the Student Engagement and Wellbeing Co-ordinator (Counsellor) 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.

## PROCEDURES

### 1.0 Full time study loads:

A full time study enrolment load for students studying at Kent is listed in **Table 1**. In accord 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 week Block 9 Blocks per academic year, January to December – 36 study weeks Pro-rated for courses less than 1 year

### 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 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
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.	Student Engagement and Wellbeing Co-ordinator Executive Manager Student and Campus 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. <i>Compassionate/compelling grounds</i>	Manager Student Services Executive Manager Student and Campus Services
A student has personal circumstances which are beyond their control and impact their ability to study 3 Units in a compulsory Trimester. <i>Compassionate/compelling grounds</i>	Student Engagement and Wellbeing Co-ordinator Executive Manager Student and Campus Services
A student is unable to enrol in the required Units of study due to Unit availability. <i>Compassionate/compelling grounds</i>	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). <i>Implemented Intervention Strategy</i>	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:

- Compassionate or compelling circumstances; or
- Kent implementing its intervention strategy for students who are at risk of not meeting satisfactory course progress

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

**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 student's 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.

<b>Document Title:</b> Full Time Study Policy and Procedures	
<b>Date Compiled:</b> 25 <sup>th</sup> September, 2014	<b>By:</b> CEO
<b>Due Date for Review:</b> November, 2020	<b>Website Access Permission:</b> Public
<b>Date Updated:</b> 12 <sup>th</sup> November, 2015 (Minor amendments - no Version Control change) 3 <sup>rd</sup> November, 2016 (No Amendments)  23 <sup>rd</sup> August, 2017 30 <sup>th</sup> October, 2017 (Minor amendment) 20 <sup>th</sup> February, 2018 (Minor amendment) 2 <sup>nd</sup> October, 2018 9 <sup>th</sup> October, 2019	<b>Reviewed By:</b> Managing Director— Noted at Academic Board meeting 12 <sup>th</sup> November, 2015 Associate Dean – Noted at Academic Board meeting 8 <sup>th</sup> November, 2016 Executive Manager Student Engagement Executive Manager Student Engagement Executive Manager Student Engagement Executive Manager Student Engagement Executive Dean
<b>Version Control Update (Current):</b> Version 1 – 25 <sup>th</sup> September, 2014 Version 2 – 23 <sup>rd</sup> August, 2017 Version 3 – 2 <sup>nd</sup> October, 2018	<b>Endorsed By:</b> Academic Board <b>Meeting Date:</b> 13 November, 2014 – Written Resolution 28/10/2014 <b>V3 – 7<sup>th</sup> November, 2018</b>  <b>Approved by:</b> Governing Board <b>Meeting Date:</b> 10 <sup>th</sup> December, 2014 <b>V3 – 5<sup>th</sup> December, 2018</b>  <b>Approved by:</b> <b>V2</b> Managing Director 23 <sup>rd</sup> August, 2017 Executive Chair – 9 <sup>th</sup> October, 2019
<b>AMENDMENTS:</b> <b>21/08/2017</b> – minor amendments - Clarify status of a student who enrolls in either Trimester 2 or 3 in Clause 2 and remove reference to Masters degree in Tables. <b>30/10/2017</b> – 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. <b>20/02/2018</b> – update reference to Department of Home Affairs (DHA). <b>02/10/2018</b> – 12 month review of the procedures and update where required for clarification purposes. Addition of definitions. <b>09/10/2019</b> – 12 month review – minor word amendments to clarify VET full time course load, update Kent position titles.	