

Completion Within the Expected Duration of Study Policy and Procedure

1. Scope

This policy and Procedure is applicable to all overseas students enrolled in Holmes Institute (Holmes) and all the staff involved in student course variation process.

2. Purpose

- 2.1 Holmes monitors the progress of each overseas student to ensure the overseas student is in a position to complete the course within the expected duration specified on the overseas student's CoE.
- 2.2 This Policy and Procedure is in place to ensure that Holmes has a structured process in handling overseas student course variations in accordance with Standard 8 of the National Code 2018.
- 2.3 Holmes only extends the duration of a CoE in limited circumstances (listed in the Definitions below).

3. Definitions

- 3.1 **Compulsory Study Period** A compulsory study period is one in which the student must enrol unless granted a deferment or suspension from enrolment or leave from studies as per the Deferment, Suspension or Cancellation of a Student's Enrolment (ESOS Specific) Procedure. A compulsory study period does not include teaching periods in which the student can elect to undertake additional studies i.e. a summer teaching period is not compulsory unless it is the commencing teaching period of the student's enrolment in the program.
- 3.2 **CoE Confirmation of Enrolment** – A document provides evidence of a student's enrolment with Holmes. This evidence is required before Home Affairs will issue a student visa. The CoE contains information about Holmes, agent (if involved), course and duration of study in which the student has enrolled.
- 3.3 **Compassionate or Compelling Circumstances** 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 not be limited to:
 - a. Serious illness or injury, where a medical certificate states that the student was unable to attend classes;
 - b. Bereavement of close family members such as parents or grandparents;
 - c. Major political upheaval or natural disaster in the home country requiring emergency travel when this has impacted on the student's studies;
 - d. A traumatic experience which includes:
 - i. involvement in or witnessing of a serious accident, or
 - ii. witnessing or being the victim of a serious crime

When this has impacted on the student these cases should be supported by police or psychologists' reports.

- e. Where Holmes 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;
 - f. Inability to begin studying on the course commencement date stated on the CoE due to delay in receiving a student visa;
 - g. Where the student is granted a post commencement deferral or suspension therefore is not able to complete the course within the expected duration;
 - h. Where the student failed occasional units but not sufficient to be identified by Holmes' intervention process;
 - i. Where the student fails to complete the course within the CoE duration due to the reduction of study load during the course;
 - j. A course or unit not being offered by Holmes which will affect the student completing their study within the duration defined in the CoE;
- 3.4 **Credit** Exemption from enrolment in a particular part of a course, including academic credit and recognition of prior learning.
- 3.5 **Expected Duration** For the purposes of Standard 8, the expected duration of a course is the duration of the course specified on the student's CoE. The expected duration for overseas students should not differ from length of course as registered on CRICOS except where course credit has been approved.
- 3.6 **Online Learning** Online learning is study in which the teacher and overseas student communicate mainly through electronic technologies for the course. Online learning does not include the provision of online lecturers, tuition or other resources that supplement scheduled classes or contact hours.
- 3.7 **Deferral** is a postponement of commencement of a course.
- 3.8 **Suspension** is the temporary postponement of enrolment during a course.

4. Policy Statement

- 4.1 This Policy is in conjunction with the Holmes' Student Deferral, Suspension and Cancellation Policy, and the Monitoring Course Progress Policy.
- 4.2 Holmes ensures to
- a. Monitor student enrolment load and student course progress and ensures the student will be able to complete their course within the expected duration of study specified in the CoE.
 - b. Extend the duration of a student's study only
 - i. Where the student can demonstrate compassionate and compelling circumstances as assessed by Holmes on the demonstrable evidence; or
 - ii. Where an approved deferral or suspension of the overseas student's enrolment has occurred under Standard 9 (Deferring, suspending or cancelling the overseas student's enrolment)
 - iii. As a result of implementation of an intervention strategy for a student 'at risk' of not achieving satisfactory course progress (refer to Monitoring Course Progress Policy and Procedure);
- 4.3 Should a student's duration of study be extended, Holmes will ensure to

- a. Assess and process student course extension in a timely and legitimate manner;
 - b. Document course extension assessment and decision-making process in the Student Management System and student eFile; and
 - c. Communicate with students the outcome of the course extension in a timely manner.
- 4.4 Change of duration of study also applies where a student is able to complete their study prior to the end of their CoE. The process for early completion is detailed in the Procedures of this document.
- 4.5 If Holmes extends the duration of the Student's enrolment, Holmes will advise the student to contact Immigration to seek advice on any potential impacts on their visa, including the need to obtain a new visa.

5. Procedures

- 5.1 The change of the duration of study could be initiated by students or by Holmes according to different circumstances. The change of duration could be an early completion or an extension to the course.

Early Completion

- 5.2 Students may finish their CoE earlier than the end date specified in the CoE due to their successful early completion of the course. Holmes will generate reports from the Student Management System and PRISMS to identify the students who are potentially eligible for an early completion. Those students will be communicated of the possibility of an early completion subject to their courses being successfully completed and graduation conferred by the Academic Board.
- 5.3 When a completion at least one month earlier than the CoE specified end date is confirmed, such change will be reported in PRISMS within 31 days. Where the early completion causes changes to the student start date(s) for the following course(s) with Holmes, upon student agreement, a revised CoE will be provided to the student.

Course Extension

- 5.4 Students might find they are not able to complete their course within the duration specified in their CoE due to the reasons listed above in Section 4.2. b). They must contact Student Services and submit the completed Request for Course Extension Form and the supporting documents to Holmes for assessment.
- 5.5 Holmes takes a rigorous approach in encouraging and supporting students to complete their courses within the expected duration. Holmes generates Student Management System reports regularly to identify the study progress of each individual student. These reports will be compared with the PRISMS report on student CoE end date. The number of remaining units based on a 4 unit study load will be estimated for Holmes to identify the course extension needs for individual students before they reach their final trimester of the course.
- 5.6 Students who fail occasional units but not sufficient for the Holmes' intervention process, miss units due to a granted reduction of study load, or students on the Academic Probation list will be communicated with the provision of three (3) options:
 - a. To enrol in the optional summer trimester if the outstanding units are available;

- b. To increase their study load in their final trimester if the outstanding units are not available in the summer trimester; or
 - c. To apply for a course extension if student is not able to increase their study load in their final trimester. The application will be assessed on the compassionate and compelling basis by Holmes.
- 5.7 Students who receive an Intention to Report Notification “Intention To Report for Not Meeting Course Progress Requirements (ITR)” will be advised they have 20 working days to access Holmes’ appeal process. If the student is in their last trimester of study and if the appeal is approved and the student agrees on an academic intervention implementation plan, then the student must apply for a course extension through submitting the completed Request for Course Extension form within five (5) working days of the receipt of the appeal approval outcome. Student enrolment will be cancelled if the appeal is rejected by Holmes (refer to the Student Deferral, Suspension and Cancellation Policy and Procedures).
- 5.8 The completed Request for Course Extension form and the supporting documents must be submitted to studentservices@holmes.edu.au.
- 5.9 If a course extension is granted by Holmes, student will receive the extended CoE with the period needed to complete their course. The reason of the CoE extension will be reported in PRISMS.
- 5.10 When the course that requires an extension is followed by a second course, a new Letter of Offer will be issued to the student for the second course with the changes where applicable, such as course start/end dates, fees and conditions.
- 5.11 The assessment and process of the course variation for individual students must be documented in the student’s file and recorded in the Student Management System and PRISMS.

Version Control and Accountable Officers

It is the joint responsibility of the Implementation Officer and Responsible Officer to ensure compliance with this policy.

Responsible Officer	Chief Operating Officer		
Implementation Officers	Admissions Manager in liaison with Chief Operating Officer		
Review Date	January 2026		
Approved by			
Academic Board			
Associated Documents			
Complaints and Appeals Policy and Procedures Monitoring Course Progress Policy and Procedures – Higher Education Request for Course Extension form Privacy Policy and Procedure Student Academic Conduct and Integrity Policy and Procedures Student Charter and Student Conduct Policy – Higher Education Student Deferral, Suspension and Cancellation Policy and Procedures			
Version	Brief Description of the changes	Date Approved	Effective Date

1	New Policy	10 July 2020	10 July 2020
1.1	In Section 5.7, requesting for course extension made clearer to apply to the students in their last trimester of study		
1.2	Removal of reference to U18 students within Section 5.3	4/1/2023	4/1/2023