



# KING'S INSTITUTE OF MANAGEMENT & TECHNOLOGY

## COMPLETION WITHIN EXPECTED DURATION POLICY AND PROCEDURES

King's institute of Management and Technology Pty Ltd (KIMT),  
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# COMPLETION WITHIN EXPECTED DURATION POLICY AND PROCEDURES

## TABLE OF CONTENTS

|                        |   |
|------------------------|---|
| Purpose: .....         | 2 |
| Scope: .....           | 2 |
| PROCEDURES: .....      | 2 |
| NOTE: .....            | 4 |
| Reference: .....       | 5 |
| Documents/Forms: ..... | 5 |

|   |                |             |
|---|----------------|-------------|
| KIMT: Completion Within Expected Duration POLICY and Procedures   | Version        | 2.1         |
| King's institute of Management and Technology Pty Ltd (KIMT), CRICOS-03105M, RTOID -31766                                     | Page Sequence: | Page 1 of 5 |
| Level 2, 333 Adelaide Street, Brisbane City, Queensland 4000, AUSTRALIA<br>Phone: +61 7 3392 2920; Email: - admin@kimt.edu.au |                |             |



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## PURPOSE:

**KIMT** will monitor the workload of students to ensure they complete their course within the expected duration specified in their CoE and will only enable students to extend the duration of their enrolment in certain, limited circumstances as listed in the procedure below. Where the duration of a student's enrolment is extended, **KIMT** will advise the student to contact the Department of Home Affairs (DHA) to seek advice on any potential impacts on their visa, including (where appropriate) the need to obtain a new visa.

## SCOPE:

This policy applies to:

- International students enrolled at **KIMT**
- **KIMT** Marketing, Admissions, Academic, Student Services and Administrative staff.

All staff are made aware of the requirements of this policy at induction, through access to the Institute's Policy and Procedures drive, through regular Academic and Admin Meeting, staff updates and continuous improvement practices. Students are made aware of the requirements of this policy through the Student Handbook, during the enrolment process, at orientation and throughout the course.

## PROCEDURES:

- It is the responsibility of each Course Coordinator to ensure that timetables are set in such a way that students have equitable distribution of study load throughout their course of enrolment.
- Students are provided with the timetable on their orientation day and at the beginning of each study period which identifies the units required to be completed in that study period (semester).

|   |                |             |
|---|----------------|-------------|
| KIMT: Completion Within Expected Duration POLICY and Procedures   | Version        | 2.1         |
| King's institute of Management and Technology Pty Ltd (KIMT), CRICOS-03105M, RTOID -31766                                     | Page Sequence: | Page 2 of 5 |
| Level 2, 333 Adelaide Street, Brisbane City, Queensland 4000, AUSTRALIA<br>Phone: +61 7 3392 2920; Email: - admin@kimt.edu.au |                |             |



# COMPLETION WITHIN EXPECTED DURATION POLICY AND PROCEDURES

- **KIMT** encourages students to complete the units scheduled for their chosen group in a particular study period, except in circumstances where a student:
  - is not required to complete a unit(s) due to credit transfer/recognition of prior learning
  - has not previously completed the required pre-requisite study component of a unit
  - The Student enrolment has been Deferred/Suspended or cancelled in a particular study period (In which case- a New extended eCoE will be created by PRISMS System and Student Management System (TEAMS) will reflect the new enrolment end date.
- Student results are entered into the student database system, 'TEAMS' as soon as possible of unit completion.
- Academic progress of each student is assessed and determined by the Student Support Officer in line with the Institute's Monitoring Course Progress Policy and Procedures. Where a student is identified as at risk of not achieving satisfactory course progress or has achieved unsatisfactory course progress, the Student Support Officer will devise an intervention strategy with the student to assist the student in completing their course within their expected duration.
- **KIMT** will only extend the duration of a student's enrolment, where it is clear that the student will not complete the course within their expected duration, in the following limited circumstances:
  - Compassionate or compelling circumstances, in line with the requirements of the Institute's compassionate or compelling circumstances policy
  - **KIMT** has implemented, or is in the process of implementing an intervention strategy for the overseas student because the student is at risk of not meeting course progress requirements. An approved deferment or suspension has been granted
  - The Student enrolment has been Deferred/Suspended or cancelled in a particular study period (In which case- a new extended eCoE will be created by PRISMS System and Student Management System (TEAMS) will be updated to reflect the new

|   |                |             |
|---|----------------|-------------|
| KIMT: Completion Within Expected Duration POLICY and Procedures   | Version        | 2.1         |
| King's institute of Management and Technology Pty Ltd (KIMT), CRICOS-03105M, RTOID -31766                                     | Page Sequence: | Page 3 of 5 |
| Level 2, 333 Adelaide Street, Brisbane City, Queensland 4000, AUSTRALIA<br>Phone: +61 7 3392 2920; Email: - admin@kimt.edu.au |                |             |



# COMPLETION WITHIN EXPECTED DURATION POLICY AND PROCEDURES

enrolment end date (Extended Course End date-Due to deferment /Suspension of Studies).

- Except in the circumstances specified above, the expected duration of study specified in the student's CoE will not exceed the CRICOS registered course duration.
- Where the duration of a student's enrolment is extended, **KIMT** will report the change to the Department of Home Affairs (DHA) via PRISMS and records/documents of the decision will be kept in the students' file and will be retained in student files as per the record management policy and Procedures.
- Students whose course enrolment has been extended will be advised to contact the Department of Home Affairs (DHA) to seek advice on any potential impacts to their student visa, including (where appropriate) the need to obtain a new visa.

## NOTE:

This policy should be read in conjunction with the following policies:

- Monitoring Course Progress Policy and Procedures
- Compassionate or Compelling Circumstances Policy and Procedure
- Deferring, Suspending or Cancelling the overseas student's Enrolment Policy and Procedures

|   |                |             |
|---|----------------|-------------|
| KIMT: Completion Within Expected Duration POLICY and Procedures   | Version        | 2.1         |
| King's institute of Management and Technology Pty Ltd (KIMT), CRICOS-03105M, RTOID -31766                                     | Page Sequence: | Page 4 of 5 |
| Level 2, 333 Adelaide Street, Brisbane City, Queensland 4000, AUSTRALIA<br>Phone: +61 7 3392 2920; Email: - admin@kimt.edu.au |                |             |



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## REFERENCE:

This policy/procedure supports:

*Education Services for Overseas Students Act (2000)*, National Code of Practice for Providers of Education and Training to Overseas Students 2018, Standard 8: Overseas student visa requirements

## DOCUMENTS / FORMS:

1. Meeting with Student Form
2. Intervention Strategy Record Form
3. Deferment, Suspension, Cancellation Form
4. Intervention strategies Guidelines

|   |                |             |
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| King's institute of Management and Technology Pty Ltd (KIMT), CRICOS-03105M, RTOID -31766                                     | Page Sequence: | Page 5 of 5 |
| Level 2, 333 Adelaide Street, Brisbane City, Queensland 4000, AUSTRALIA<br>Phone: +61 7 3392 2920; Email: - admin@kimt.edu.au |                |             |