

# **A012 STUDENT LOAD MONITORING**

## **POLICY**

### **1. Purpose**

Standard 9 of the *National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007* requires SAIBT to “monitor the enrolment load of students to ensure they complete the course within the duration specified in their CoE and do not exceed the allowable portion of online or distance learning”.

### **2. Background**

The registered course duration of all academic programs conducted by SAIBT is 12 calendar months comprising of 3 Semesters, each 4 months in length. A student must complete 8 prescribed courses to complete a SAIBT Diploma or Certificate IV program.

A full time study load comprises 4 courses per semester. Students may elect to study fewer courses in a semester, however all students are required to complete their academic program within their CoE duration. The expected duration of study for a student can only be extended through the issuing of a new CoE in limited circumstances.

SAIBT does not allow online or distance enrolment for any students.

### **3. Procedure**

- 3.1. Commencing students will be informed of the requirement to complete their studies within the CoE period through information sessions at Orientation. The SAIBT Student Load Monitoring policy will be available to all students from the SAIBT website. A reminder notice will be placed on the online enrolment system during the enrolment period of each Semester.
- 3.2. At the beginning of each Semester, students with CoEs due to expire at the end of the Semester will be identified. These students will receive an automatic notification through the online enrolment system advising them of the situation.
- 3.3. At Week 5 of the Semester, the enrolment load of these students will be analysed to identify students at risk of not completing within the CoE period. These students will be notified in writing, and recommended for counselling with the Deputy Academic Director.
- 3.4. Students whose CoEs have expired will be blocked from re-enrolment through the online enrolment system. Re-instatement into the program will only be through appointment with the Deputy Academic Director.

#### 4. Circumstances for extension of CoE

SAIBT will only grant an extension of a student's CoE in the following circumstances:

- 4.1. Compassionate or compelling circumstances:** SAIBT may choose to extend a student's study period beyond the CoE duration where there is a compassionate or compelling reason. A compassionate or compelling reason is defined as an event, or series of events, beyond the control of the student, that affects their emotional or physical state, impeding their ability to achieve satisfactory academic progress. For the purpose of this policy, if a student has failed occasional units throughout the course, but has not done so poorly as to be picked up by the SAIBT intervention strategy, this may be considered a compelling circumstance.
- 4.2. Implementation of intervention strategy:** SAIBT has in place a policy and procedure related to the satisfactory course progression of its students (*Policy A013, Student Progress and Intervention*). Students identified as at risk of failing to meet course progress requirements will be subject to the SAIBT intervention policy. If the implementation of an intervention strategy results in the student being unable to complete the program within the duration specified on their CoE, the student will be eligible for extension of their CoE.
- 4.3. Approved deferment or suspension of study:** SAIBT may grant a deferment or suspension of study to a student according to the SAIBT Student Deferral policy. If the deferment or suspension of study will result in a student being unable to complete their program within the CoE duration, SAIBT may issue an extended CoE.

Those students who are making satisfactory academic progress but who are identified as at risk of not completing within the course duration will be advised in writing and requested to attend an interview with the Deputy Academic Director. If appropriate, the Deputy Academic Director may recommend the extension of the student's CoE through implementation of the SAIBT Intervention Policy or recognition of compassionate or compelling circumstances. Students who have chosen not to enrol in an appropriate load despite advice from SAIBT will have their request for CoE extension denied.

#### 5. Grievance

Where a student objects to any of SAIBT's actions under this policy, they may initiate an academic grievance under the SAIBT Academic Complaints policy.

POLICY NAME	A012 STUDENT LOAD MONITORING
Reference Authority	Director
Date of Approval	1 December 2006
Amendments	21 August 2007 15 March 2008 3 April 2008 – K.M.