

Completion within Expected Duration of Study Policy & Procedure

(January 2026)

(International Students)

TACIS actively monitors each international student's academic progress to ensure they are able to **complete their course within the expected duration** specified on their **Confirmation of Enrolment (CoE)**.

Student progress is monitored through attendance, participation, assessment outcomes, and regular academic reviews. Records are maintained to demonstrate compliance and appropriate intervention where required.

Distance and Online Learning Limits

In accordance with the National Code 2018, TACIS ensures that:

- International students do not undertake more than 30% of their total course through distance and/or online learning.
- In each compulsory study period or term, students must be enrolled in at least one unit delivered face-to-face.
- International students are not enrolled exclusively in online or distance units in any compulsory study period.

Implementation Measures

- TACIS establishes a formal timetable for each course.
- The proportion of distance or online learning:
 - does not exceed 30% of total course hours; and
 - does not exceed 30% of hours in any study period.
- Compliance with delivery mode requirements is monitored each term.

Policy on Repeating Units (International Students)

- Students who are required to repeat a unit due to being assessed as Not Yet Competent:
 - are not required to remain enrolled full-time solely for the repeated unit;
 - must repeat the unit at an additional cost, determined following a written request.
- Students are normally permitted to repeat a unit only once.

- Exceptions may be considered where there are compassionate or compelling circumstances, such as:
 - serious illness (supported by medical evidence); or
 - bereavement or other circumstances beyond the student's control.

Monitoring Progress to Ensure Completion Within Expected Duration

Monitoring Process

1. Student enrolls at TACIS.
2. Academic progress is monitored regularly through:
 - attendance records;
 - participation;
 - mid-course and final assessments.
3. Where progress is satisfactory:
 - no change to course duration is required.
4. Student records are maintained and may include:
 - enrolment details;
 - approved deferments or suspensions;
 - evidence of compassionate or compelling circumstances;
 - records of academic intervention and support strategies.

Extension of Course Duration and CoE Variations

TACIS will only extend a student's course duration and issue a new CoE in limited and permitted circumstances, including where the student cannot complete the course within the expected duration due to:

- compassionate or compelling circumstances (e.g. illness supported by medical evidence);
- the implementation of an approved intervention strategy for students at risk of unsatisfactory progress;
- an approved deferment or suspension of enrolment; or
- approved course credit that affects study sequencing.

Where a Variation Occurs

If a change to study load may affect the expected duration of study, TACIS will:

- continue to monitor the student's academic progress;
- implement academic intervention strategies where required;
- extend the course duration only where necessary;
- record the variation and reasons on the student's file; and

- report the change via PRISMS and issue a new CoE where required.

Reporting to the Department of Home Affairs

Where course duration, enrolment status, or study load is affected, TACIS will:

- correctly report changes via PRISMS; and
- issue a revised CoE where the expected duration of study must be extended.

All reporting is completed in accordance with ESOS Act and National Code 2018 requirements