

## Overseas Student Extension of Study (CoE) Policy and Procedure

<b>Approving authority</b>	Academic Committee
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<b>Document URL</b>	<a href="http://policies.griffith.edu.au/pdf/Extension%20of%20Study%20Policy.pdf">http://policies.griffith.edu.au/pdf/Extension of Study Policy.pdf</a>
<b>TRIM document</b>	2018/9006014
<b>Description</b>	This policy describes the conditions under which student visa holders can extend their study beyond the duration specified in their Confirmation of Enrolment (CoE).

### Related documents

[The National Code of Practice for Providers of Education and Training to Overseas Students 2018, Standards 8 & 9](#)

International Student Intervention Form – available from an International Student Advisor, contact the [relevant campus](#)

Confirmation of Enrolment Request Form

[Academic Standing, Progression and Exclusion Policy](#)

[Institutional Framework for Promoting Academic Integrity](#)

[Student Academic Misconduct Policy](#)

[Student Misconduct Policy](#)

[Student Misconduct Procedures](#)

[Student Administration Policy](#)

[Student Review and Appeals Policy](#)

[Student Review and Appeals Procedures](#)

[Student Complaints Policy](#)

[Student Complaints Procedures](#)

[Review of a Decision Form](#)

[\[Legislative Requirements\]](#) [\[Monitoring\]](#) [\[Grounds for Provision of Extension of or new CoE\]](#) [\[Procedure\]](#)  
[\[Review of Decision\]](#)

## 1. LEGISLATIVE REQUIREMENTS

The University is registered to provide programs of study to overseas students in Australia as specified on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS). Each program is registered on CRICOS with a duration. The Education Services for Overseas Students Act 2000 (ESOS Act) Part 3 Division 1 Section 19 requires the University to supply the Tertiary Education Quality and Standards Agency (TEQSA) as its ESOS agency with the details of all overseas students accepted by the provider.

This legislative obligation is met by the University issuing a Confirmation of Enrolment (CoE) through the established computer system Provider Registration and International Student Management System (PRISMS) to all accepted overseas students. The expected duration of study specified in the overseas student's CoE must not exceed the CRICOS registered duration of the program. This CoE is used for students to apply for an Australian student visa. The University is obliged to inform TEQSA, via PRISMS, of any of the following changes to reported student information within 31 days of the occurrence of such change, or within 14 days for overseas students less than 18 years old:

- the identity or duration of an accepted student's program;
- any student who does not begin the program;
- any student who terminates their study (whether student or University initiated) prior to the student's program being completed;
- any other prescribed matter relating to accepted students, for example, students taking approved leave of absence.

If student visa holders do not complete within the expected CoE duration, the University may extend the length of a student's study and CoE only in the following limited circumstances:

1. *"there are compassionate or compelling circumstances, as assessed by the registered provider on the basis of demonstrable evidence;*
2. *the registered provider has implemented or is in the process of implementing an intervention strategy for the student because the student is at risk of not meeting course progress requirements;; or*
3. *an approved deferral or suspension of the student's enrolment has occurred under Standard 9 (deferring, suspending or cancelling the student's enrolment).*

(National Code of Practice for Providers of Education and Training to Overseas Students 2018 Standard 8.16)

If the University extends the duration of the student's enrolment, the student will be advised to contact the Department of Home Affairs (HA) to seek advice on any potential impacts on their visa, including the need to obtain a new visa.

Students are advised of the legislative requirements and conditions of program extension in publications provided at the stage of offer, orientation, and during their enrolment in a program.

## 2. MONITORING

The National Code of Practice for Providers of Education and Training to Overseas Students 2018 (referred to as the National Code 2018) Standard 8.3 requires the University to monitor the progress of each student to ensure the student is in a position to complete the program within the expected duration specified on the student's CoE.

Each standard trimester<sup>1</sup>, the Griffith International Compliance Office will notify all enrolled overseas students, via their student email account, of their ESOS obligations to complete their program by the end date of their CoE.

Students are identified as at risk of not meeting progress requirements through:

- The Academic Progress Report run by the Griffith International Compliance Office;
- The *Academic Standing, Progression and Exclusion Policy*;
- Progress reports for higher degree research students;
- Notifications by Manager, Student Integrity in relation to academic and student misconduct;
- Other risk factors identified by the University;
- Student self-identification.

Intervention strategies to support academic progress implemented and recorded by the University include:

<sup>1</sup> **Trimesters and Teaching periods** - the standard academic year is comprised of two standard trimesters, Trimester 1 and Trimester 2 as designated in the University's Academic Calendar. Other teaching periods may be designated in the academic calendar and may be used for the offering of certain courses. For overseas students commencing their program in Trimester 3, the first three trimesters of enrolment will be considered 'standard' for the purpose of monitoring under the National Code 2018.

- Notifications and support mechanisms to students identified at risk with an amber status under the *Academic Standing, Progression and Exclusion Policy*;
  - Notifications and support mechanisms to students identified at risk with Tier 1 and 2 breaches under the *Student Academic Misconduct Policy*.
  - Staff advice and assistance for students facing difficulties affecting academic performance, including, but not limited to, referral to support services, increased monitoring, changed program structures, and reduced study loads.
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### 3. GROUNDS FOR PROVISION OF EXTENSION OF OR NEW CoE

Students who meet the following provisions will be provided with a CoE to submit to the Department of Home Affairs (HA) for their new student visa application. The decision to approve a student visa application is the sole responsibility of HA.

HA's Simplified Student Visa Framework (SSVF) arrangements require Universities to assess overseas applicants for admission to be genuine students (GS), to meet [Genuine Temporary Entrant \(GTE\)](#) criteria and to have the [financial capacity](#) to fund their studies and stay in Australia. The Griffith International Compliance Office will assess an overseas student's application for a new CoE against HA's GTE requirement in addition to the following provisions.

#### 3.1 Compassionate and Compelling Circumstances

Compassionate or compelling circumstances are generally those beyond the control of the overseas student and which have an impact upon the student's program progress or wellbeing. These could include but are not limited to:

- Serious illness or injury, where a medical certificate states that the student was unable to attend classes;
- Bereavement of close family members such as parents, grandparents and siblings (where possible a death certificate should be provided);
- Pregnancy, as evidenced by a medical certificate;
- Major political upheaval or natural disaster in the home country which may require emergency travel or reduction in enrolment load impacting 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 (supported by police or psychologist reports);
- Where the University is unable to offer a pre-requisite course(s), or the student has failed a pre-requisite course(s) and therefore faces a shortage of relevant courses for which they are eligible to enrol;
- Inability to begin studying on the course commencement date due to delay in receiving a student visa which was beyond the student's control(supported by relevant, dated visa documentation);
- Where a Dean/Deputy Dean (Research) approves an extension to the maximum submission date for higher degree by research students based on exceptional circumstances, under which the progress has been delayed by factors beyond the control of the student.

#### 3.2 Academic Progression

- Where the student has engaged in a formal intervention strategy due to being identified as at risk of not meeting satisfactory academic progress.
- A student has not achieved grades enabling progression at the standard rate but has not done so poorly as to be identified by the University as a student at risk of losing their good academic standing.

#### 3.3 Additional Courses

- A student who has enrolled incorrectly and is required to complete further core and/or elective courses in order to successfully complete their degree program.

- A student who requests to add a major that results in further core and/or elective courses being required to be completed.
- Student visa holders who have completed degree requirements and prior to graduation successfully apply to the University to complete additional courses for genuine reasons e.g. to raise their GPA for entry into an Honours program, will be issued with a new CoE.

### 3.4 Leave of Absence

Student visa holders who take approved leave of absence, as prescribed in Section 9.0 of the University's *Student Administration Policy*, are able to extend their studies for the period leave of absence was taken, or for the duration required for the current program structure to be completed in a standard full-time delivery.

### 3.5 Misconduct

Student visa holder who has received a penalty for one or more courses in accordance with Section 8.5 of the University's *Student Academic Misconduct Policy* and is required to repeat those courses in order to successfully complete their degree program.

Student visa holder who has been suspended or had course credit refused or cancelled in accordance with Section 5.2 of the University's *Student Misconduct Policy* and requires an increased duration to complete their degree program.

## 4. PROCEDURE

### 4.1 Application for extension or new CoE

Student visa holders must submit a completed Confirmation of Enrolment Request Form and attach supporting documentation:

- a) within three months of the student visa expiry date, if applying for a student visa offshore;
- b) within one month of the student visa expiry date, if applying for a student visa onshore (Australia).

Supporting documentation must be included with the Confirmation of Enrolment Request Form. Supporting documentation must include but is not limited to:

- a) Reason/s why the student was not able to complete their program within the duration of their CoE;
- b) Supporting documents, such as medical certificates where applicable;
- c) Enrolment plan for completion of program including the new anticipated date of completion to allow the University to determine the new CoE duration.

The enrolment plan will be forwarded to Student Administration for confirmation that the student's program can be completed within the proposed new CoE duration in standard full-time delivery mode.

A student, who submits an enrolment plan that places them at risk of not meeting satisfactory academic progress based on their previous academic performance, will be required to meet with an International Student Advisor (ISA) prior to the assessment of their CoE extension request. The assessment by the ISA of the student's ability to successfully complete their program both academically and within the proposed new CoE duration will be taken into account when finalising the student's request for a CoE extension.

### 4.2 Notification of Outcome

A CoE extension will only be issued once all academic results for completed trimesters have been published.

- The International Compliance Office will communicate the outcome of the application to the student via their student email account.
- Successful applicants will be issued a CoE for the extension/new program duration.

- The student must provide this CoE to HA with their student visa application before the expiry date of their student visa.
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## 5. REVIEW OF DECISION

- 5.1 Overseas students have a right to apply for review of the decision within 10 working days of the notification that they will not be granted a new CoE. The application for review is to be made using the *Review of a Decision Form* in accordance with the University's *Student Review and Appeals Policy* and *Student Review and Appeals Procedures*.
- 5.2 The application for review is directed to the Associate Director, International Administration. The decision of the Associate Director, International Administration is final.
- 5.3 A written outcome of the review will be forwarded to the student. If the review outcome is successful, a new CoE will be provided to the student to apply for a student visa and enable continued study. If the review is unsuccessful, and the student seeks to remain enrolled beyond the end date of the applicable CoE, the student must provide to the University, certified documentary evidence of an appropriately dated Australian visa which allows continued study.