

# FULL-TIME STUDENT – DURATION OF STUDY POLICY AND PROCEDURE



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## 1 PURPOSE

- 1.1 This policy and procedure defines full-time study load and establishes rules and processes for monitoring, managing and reporting on student study load, duration, and completion. It also sets out student responsibilities and rights regarding their study load, duration and completion.

## 2 SCOPE

- 2.1 This policy and procedure applies to CQUniversity students studying a higher education and/or vocational education and training (VET) award course. References to “international students” relate to international students studying in Australia who holds a student visa, unless stated otherwise.

## 3 POLICY STATEMENT

- 3.1 Full-time student status is determined by the study load undertaken in each term over an academic year. Standard full-time study loads for domestic and international students are set out in the procedure below.
- 3.2 The University monitors the enrolment load of international students studying in Australia to ensure that at all times they are in a position to complete their course within the duration specified in their Confirmation of Enrolment. This does not apply to students who are resident overseas enrolled in online education.
- 3.3 The University’s monitoring responsibility and international student responsibility to complete their studies within the duration of their course, as registered on the [Commonwealth Register of Institutions and Courses for Overseas Students](#) (CRICOS), are required by the [Education Services for Overseas Students \(ESOS\) Act 2000](#) (Cwlth), the [Department of Home Affairs](#) and the [National Code of Practice for Providers of Education and Training to Overseas Students \(National Code\) 2018](#) (Cwlth).

## 4 PROCEDURE

### Minimum requirements

- 4.1 A standard full-time academic load for higher education qualifications is defined by an overall enrolment load of 48 credit points taken over the three terms of an academic year. A standard full-time load for VET qualifications is highly variable and details are set out in individual course information in the [CQUni Handbook](#).
- 4.2 Domestic students may be classified as full-time if the student has an enrolment of no less than 75 per cent of a standard full-time academic load of 48 credit points taken over the terms of an academic year. A domestic student enrolled for at least 18 credit points for each of the compulsory terms (Term 1 and Term 2) of an academic year is carrying a full-time load. A student enrolled for 18 credit points in a single term may be classified as full-time for that term.
- 4.3 International students must enrol in a full-time [on-campus](#) load in their first term of study with no less than 24 credit points, unless otherwise approved. All new commencing international students will be pre-enrolled by the Course Management Team in their first four units of study, except for some onshore students who are changing course or have undertaken studies at another Australian institution.
- 4.4 International students must enrol in both compulsory terms (Term 1 and Term 2) and attempt a standard full-time academic load of 48 credit points in each academic year. It is the student's responsibility to ensure they maintain a full-time load each academic year to ensure they are in a position to complete their studies within the specified duration of the Confirmation of Enrolment, and do not put their enrolment and student visa at risk.
- 4.5 International students who are given permission to undertake less than a standard full-time academic load of 24 credit points, in the compulsory terms (Term 1 and 2), must enrol in the non-compulsory term (Term 3) to ensure a load of 48 credit points for each academic year. Not all units are available in Term 3, therefore, students must seek permission before under-enrolling in the compulsory terms.
- 4.6 The minimum enrolment load for any international student, in any compulsory term, is 18 credit points, except during the student's final term of study.
- 4.7 In any compulsory study period for a course, international students must not be studying more than one unit by online learning, unless the student is in their final term of study and completing the final unit for their course. Exceptions may be permitted with formal approval from the Manager Academic and Financial Operations, Senior Coordinator Student Engagement, Course Management Team, or the Deputy Dean Learning and Teaching for the relevant School (and where such enrolment does not result in a breach of the student's visa) in the following circumstances only:
  - a) the student has been awarded advanced standing (credit for prior learning), and there is no available unit in that study term which will contribute to the course
  - b) the student has not passed the required prerequisite units to allow further enrolment, or
  - c) due to unforeseen circumstances, the unit cannot be made available to study on campus in the relevant term.
- 4.8 International students are not permitted to enrol in more than one third of the student's total units of their respective courses via online learning. If studying in Australia, these students are not permitted to enrol exclusively in online units in any compulsory term. Students are not permitted to enrol in an online unit if the unit is also offered by the campus for the term. Note that the one third allowable by online learning will be reduced for the overall course if a student is awarded advanced standing.
- 4.9 International students who have clinical placements or internships as part of their course must ensure they meet all enrolment and document submission deadlines as specified by their School. In many cases, these deadlines will be prior to the regular enrolment cut-off dates. It is the student's responsibility to ensure these deadlines are met to enable them to complete their course within the duration of their Confirmation of Enrolment. Students who fail to meet the enrolment and/or document submissions deadlines may not be eligible for a Confirmation of Enrolment extension as per section 4.10 and 4.11 of this policy and procedure.

- 4.10 The University will deem international students who do not comply with the above requirements to be deliberately under-enrolling over an academic year, without an acceptable reason and contrary to the University's advice.
- 4.11 Under-enrolling international students, as determined by section 4.10 above, may be subject to:
- a) the University documenting the student's behaviour and refusing any extension of their current Confirmation of Enrolment, or
  - b) cancellation of the student's enrolment with the University for refusing to enrol in the required study load.
- 4.12 Where it is deemed necessary for reasons of course progression or Confirmation of Enrolment duration maintenance, the University reserves the right to enrol international students within a structured course study plan.
- 4.13 An extension to an international student Confirmation of Enrolment can only be granted in limited circumstances, i.e. if the student can demonstrate (documentary evidence required) that they have [compassionate and compelling circumstances](#) or if the student has been granted an approved leave of absence from studies.

### **Administrative procedure**

- 4.14 International students who elect to enrol in a reduced load in any compulsory term must complete an Under-Enrolment Request via the University's Student Portal ([MyCentre](#)), which is assessed by the Course Management Team. Upon approval, the Course Management Team will advise the student of the requirements for under-enrolment, e.g. compulsory Term 3 study.
- 4.15 International students who fail to maintain an enrolment of 48 credit points per academic year will be made aware that they may not be able to complete their course in accordance with their Confirmation of Enrolment duration and may be putting their student visa at risk.
- 4.16 Before each term begins, the Student Engagement Directorate will identify all international students who have an enrolment load of less than 24 credit points in any compulsory term. These students are advised by email to their University student account that they must enrol in the non-compulsory term to ensure an overall attempt of 48 credit points is met for that academic year. It is the student's responsibility to ensure they maintain a full-time load each academic year to ensure they are in a position to complete their studies within the specified duration of the Confirmation of Enrolment, and do not put their enrolment and student visa at risk.
- 4.17 International students who are identified as being in their final term of study will be permitted to undertake a reduced study load if the remaining units left to complete do not constitute a full-time load. This same principle applies where the student has followed the recommended course study plan and the prerequisite unit is not available and an alternative unit is unable to be substituted.
- 4.18 If an international student has demonstrated compassionate and compelling circumstances beyond their control and these circumstances are supported by independent certified documentation, the student can undertake a reduced study load approved by the Senior Coordinator Student Engagement (or nominee). The student would be expected to catch up by enrolling in units in a non-compulsory term where possible.
- 4.19 Applications for an extension to a Confirmation of Enrolment for an international student will be assessed by the Student Engagement Directorate in consultation with the International Compliance Officer if relevant. If the Senior Coordinator Student Engagement or Team Leader Student Engagement deems that an extension of the Confirmation of Enrolment is not appropriate, the Student Engagement Directorate will advise the student. If the student is dissatisfied with the decision, they may submit a written appeal against the decision in accordance with the Appeals section below.

### **Appeals**

- 4.20 Students dissatisfied with the decision not to extend their Confirmation of Enrolment may lodge a written appeal to the Director Student Engagement. The appeal must contain either details of how the process has not been followed in accordance with this policy and procedure and the [National Code of Practice for Providers of Education and Training to Overseas Students](#) or additional information not considered by the original decision-maker.

- 4.21 The Director Student Engagement (in consultation with the International Compliance Officer as required) will consider the appeal application within 10 working days and provide a written response to the student (including the reasons for the decision if the appeal is unsuccessful).
- 4.22 Any other appeals related to duration of study should be referred to the Director Student Engagement and the same appeal timeframes and conditions will apply.

## 5 RESPONSIBILITIES

### Compliance, monitoring and review

- 5.1 The Director Student Central is responsible for implementing, monitoring, reviewing and ensuring compliance with this policy and procedure.

### Reporting

- 5.2 Over- and under-enrolled reports are run by the Course Management Team each term and forwarded to Student Engagements to follow up with individual students.

### Records management

- 5.3 Employees must manage records in accordance with the [Records Management Policy and Procedure](#). This includes retaining these records in a recognised University recordkeeping information system.
- 5.4 University records must be retained for the minimum periods specified in the relevant [Retention and Disposal Schedule](#). Before disposing of any records, approval must be sought from the Records and Privacy Team (email [records@cqu.edu.au](mailto:records@cqu.edu.au)).

## 6 DEFINITIONS

- 6.1 Terms not defined in this document may be in the University [glossary](#).

### Terms and definitions

**On-campus:** teaching that is delivered face-to-face on a university campus i.e. an academic is delivering the class in the same room as the student. As per the [National Code of Practice for Providers of Education and Training to Overseas Students](#) definition, this is distinct from supervised study on the registered provider's campus, distance learning, online learning, work-based learning, or mixed mode (a combination of one or two of the aforementioned study modes). Also, if a course is delivered by online means but the student attends the provider's premises to access the course materials (including live teaching delivery by videoconference), this is still considered online study as the academic is not located in the same room as the student.

## 7 RELATED LEGISLATION AND DOCUMENTS

[Education Services for Overseas Student \(ESOS\) Act 2000](#) (Cwlth)

[National Code of Practice for Providers of Education and Training to Overseas Students 2018](#) (Cwlth)

[Social Security Act 1991](#) (Cwlth)

## 8 FEEDBACK

- 8.1 Feedback about this document can be emailed to [policy@cqu.edu.au](mailto:policy@cqu.edu.au).

## 9 APPROVAL AND REVIEW DETAILS

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Delegated Approval Authority	Vice-President (Student Success)
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Administrator	Director Student Central
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