



Academic Completion Policy and Procedure

1. Purpose

This Policy ensures that students complete their studies within the expected duration specified in their Confirmation of Enrolment (COE), and that timely intervention strategies are implemented for students identified as being at risk of not making satisfactory course progress. This policy applies to all students of Empyrean Education Institute (EEI).

2. Completion Elements

a. Course Duration:

The period a student is enrolled in a particular course. This may include Leave of Absence or other breaks in enrolment in accordance with the duration registered at CRICOS.

b. Early completion

Students who complete their studies early as a result of overload enrolment or units studied in non-compulsory study periods will be notified to DIBP PRISMS as having completed their studies, within fourteen (14) days after the release of final grades.

c. Extension of Course Duration

This policy recognises that EEI must only grant an extension to the duration of a student's study in the limited circumstances. The extension can only be granted if the student is under intervention strategy due to compassionate and compelling circumstances.

3. Procedure

a. Completing studies within the expected duration maintaining a fulltime load

Students are enrolled in sufficient units in each study period to ensure that the total number of units required to complete the course will be completed within the expected duration.

b. Academic Progress Monitoring

- Students' academic progress will be monitored to ensure that international students will be able to complete their course within the expected duration as specified on the student's Confirmation of Enrolment.
- Unsatisfactory academic progress will be handled as described in the Academic Progress Policy.
- Monitoring of completion within expected duration is by monitoring academic progress.
- Study duration will only be extended where it is clear that the course cannot be completed in the expected duration as specified on the Confirmation of Enrolment (CoE) as a result of:
 - i. compassionate or compelling circumstances - refer Deferral, Suspension, and Cancellation Policy
 - ii. the implementation of the intervention strategy for students who were at risk of not meeting satisfactory course progress, including academic counselling or remedial programs- see



Academic Progress Policy.

c. Recording

- Where there is a variation in the student's load that may affect their expected duration of study, this variation and the reasons for it must be recorded on the student's file.
- The student must be reported on PRISMS and/or a new CoE issued when the student can only complete their course of study by extending the expected date of completion, due to the variations.
- Where a student's study duration needs to be extended, a new offer letter will be generated for students for a minimum of one term and a new CoE will be issued to the student.
- Except in the circumstances specified in 1.3 or 9.2 of the National Code, the expected duration of study specified in the student's CoE must not exceed the CRICOS registered course duration.

d. Completion

On the successful completion of all the modules and subject of the course, the student will be awarded with a certificate, completion letter and a statement of results.

e. Correction or Duplicates of Certificates

- In the event of corrections, EEI will issue a new document free of cost to the student.
- In the event of lost and stolen, EEI will charge a fee for issuing duplicate completion letter and a record of results.

4. Regulatory and Legislative Requirements

This policy supports the government legislation standards of *AQTF 2007*, *National Code 2007*, *National Vocational Education and Training Regulator Act 2011*, *Education Services for Overseas Students Act 2000*, *Standards for Registered Training Organisations (RTOs) 2015*

Updated: 6th February 2017