



TIIS
THE INSTITUTE
OF INTERNATIONAL
STUDIES

Completion with the Expected Duration of Study (International) – Policy and Procedures

COMPLETION WITHIN THE EXPECTED DURATION OF STUDY (INTERNATIONAL) POLICY AND PROCEDURES

1. Purpose

The purpose of this policy is to ensure that TIIS has documented policies and procedures for:

- monitoring the progress of each student to ensure that at all times the student is in a position to complete the course within the expected duration as specified on the student's Confirmation of Enrolment ("CoE"); and
- ensuring that TIIS will only enable students to extend the expected duration of study for the course through the issuing of a new CoE in limited circumstances.

2. Policy

TIIS will at all times monitor the progress of each student to ensure they are in a position to complete the course within the expected duration as specified on the student's CoE.

TIIS will only enable students to extend the expected duration of study for the course through the issuing of a new CoE in limited circumstances.

3. Policy for Repeating Subjects for International Students

If a student is required to repeat a subject due to failure, or other circumstances, they are not required to be enrolled with TIIS in a fulltime capacity.

The student must re-do the relevant subject at an additional cost to them which will be determined by TIIS upon written request from the student.

Students are not permitted to repeat a subject more than once due to academic failure. However, in exceptional circumstances, a student may be exempted from this rule. These circumstances could include illness or other circumstances that are beyond their control such as bereavement.

Per the "Student Progression and Exclusion Policy and Procedures" policy: Students who fail a recorded subject have three options:

- a. Accept the fail and repeat the subjects,
- b. Write a supplementary exam if they achieved a $\geq 40\%$ result (note after Covid-19 is resolved the hurdle may return to 45%), and
- c. Retake the subject as a "Directed Studies" if the student: finds a TIIS teacher is willing and qualified to supervise, pays 70% current trimester subject fees, attends 80% of the online seminars of 1 or 2 hours/week in, respectively, normal or block mode, studies the videos of the lectures (taken in the prior trimester and/or Block), writes that trimester's final exam for the subject—the mark will depend on how well they write the final exam in the directed studies trimester/block. NB: directed studies lecturers will be paid on an hourly basis at the lecture rate for the seminars and marking rate for the final exam (no in-trimester marks). NB: the lecturer rate presumes that the lecturer is involved significant preparation time and other work along with the contact hours.

If a vast majority of lectures and tutorials have not been videoed, a Directed Studies request must be reviewed and approved by the Dean. If a student passes a Directed Studies subject, that mark replaces any prior fail. If a student fails a Directed Studies subject, the student retake that subject in a regular class.

Supplementary-exam and directed-studies-subject failures are not used in calculating a student's "student-at-risk" status.

4. Procedure for Monitoring Progress to Ensure Students Complete within the Expected Duration

Student course progress is monitored on a regular basis through the review of participation, mid course assessments and final assessment to determine completion within the specified time frame

Student files will be maintained at all times and may include the following:

- a student's enrolment type.
- documents relating to any compassionate and compelling circumstances that have interfered with the student's ability to complete the course within the expected duration.
- documents relating to any approved deferment or suspension; or
- documents that relate to the student's poor academic progress and action taken to intervene.

4.1 Years to Complete

As stated in the "Student Progression and Exclusion Policy and Procedures" policy, the number of years allowed to complete the requirements of a course is limited to what is listed in the table below. The time elapsed will be calculated from the date that the student commenced their first study period less any suspended trimesters. TIIS will send students a courtesy reminder after one (1) year of inactivity to remind students of the maximum period of candidature. The Dean will make adjustments in completion times for those students who move between full and part-time modes and/or officially suspend their studies for one or at the most two trimesters.

Course	Years
04-subject Graduate Certificate	1.00 years (max duration for full-time mode) 1.67 years (max duration for part-time mode)
12-subject master's degree	3.00 years (max duration for full-time mode) 5.00 years (max duration for part-time mode)
16-subject master's degree	4.00 years (max duration for full-time mode) 6.67 years (max duration for part-time mode)

5. Procedure for Altering the Students CoE, and Reporting Students to Department of Home Affairs (DHA)

TIIS will only extend the duration of a student's study where it is clear that the student will not complete the course within the expected duration, as specified on the student's CoE, as the result of:

- compassionate or compelling circumstances (for example, illness where a medical certificate states that the student was unable to attend classes or where TIIS was unable to offer a pre-requisite subject).
- TIIS implementing its intervention strategy for students who were at risk of not meeting satisfactory course progress; or
- an approved deferment or suspension of study has been granted under Standard 12 (course credit).

Where there is a variation in the student's load which may affect their expected duration of study, TIIS will:

- continue to monitor student course progress to ensure completion within the allowable time frame.
- implement an intervention strategy to help the student complete the course within the required time frame.
- if necessary, increase the course length to enable the student to meet academic progress requirements.
- record any variation and the reasons on the student file; and
- report the student via PRISMS and/or issue a new CoE when the student can only make up for the variation(s) by extending his or her expected duration of study.

6. Version History

Version	Approved by	Approval Date	Details	Next Review
1.0	EMC	15 February 2018	Document Creation	
1.1	EMC	14 October 2020	Change of Ownership	October 2022

Document owner: CEO