

International Student Completion within Expected Duration

The purpose of this procedure is to address Standard 8 of the National Code 2018.

UMA Education Solutions monitors, records and assesses the progress of each student for each unit of competency and cumulatively at the end of each Term. At UMA Education Solutions a Term is ten (10) weeks. The expected duration of study as specified on the CoE must not exceed the CRICOS registered duration for the course except in cases where the expected duration has been extended with the UMA Education Solutions approved criteria as listed below.

Where a student at UMA Education Solutions will not complete the course within expected duration as specified on the CoE, UMA Education Solutions will only extend the duration of the study for the reasons listed below:

- Compassionate or compelling circumstances
- UMA Education Solutions being unable to offer a pre-requisite unit
- The implementation of the UMA Education Solutions support/intervention scheme
- An approved deferment or suspension of study

If there is a variation to the student's timetable and workload which may affect the completion date, it will be recorded on the student's file and in the student management system. If this change to a student's workload means that the student's period of study must be extended, UMA Education Solutions will report the change via PRISMS and issue a new CoE.

Compelling or compassionate circumstances are defined as things outside of the control of the student and which may have an influence on the student being able to complete their study programme under the original CoE. They include things such as:

- Serious illness or injury. A medical certificate is needed stating the student is unable to come to class.
- Death of a close family member.
- Major political unrest in home country or natural disaster.
- The student being witness to a crime or having a crime committed against them.
- UMA Education Solutions being unable to offer a pre-requisite unit.

Where an incident has occurred, and the support mechanism has been put in place the intervention strategy will monitor any difficulty the student may have to complete within the expected duration of the course.

Impact on Visa and Immigration Requirements

When extending the duration of a student's course due to compassionate or compelling circumstances, the student must be advised that this extension may affect their visa. Students should contact the Department of Home Affairs to seek advice on whether the change to their course duration will affect their current visa or if a new student visa is required.

Mandatory Reporting to PRISMS

The ESOS Act and National Code 2018 requires that UMA Education Solutions make mandatory report to the secure online Commonwealth database, the Provider Registration and International Student Management System (PRISMS). This includes Student Course Variations reports (SCV) for occurrences such as a course extension. The reporting of a course extension must be reported on PRISMS in accordance with the PRISMS Provider User Guide, Feb 2022 ([click](#)). On the occurrence of a student requesting an 'extension' of their CoE, the provider is required to use this SCV reason when a student will not be able to complete their course of study by the Proposed Course End Date indicated on the CoE. Extensions are only permitted for compassionate or compelling circumstances or where the provider has implemented their intervention strategy. In such cases, UMA Education Solutions must inform the student that an extension may affect their visa and recommend they contact the Department of Home Affairs for advice. This SCV must be completed within 31 days for a student above 18 years of age.