

COURSE COMPLETION POLICY

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1 Context

This policy outlines UBSS course completion requirements in line with regulator and DIBP requirements.

2 Scope

2.1 Rationale

UBSS must have a clear policy and a set of procedures in place outlining the course completion requirements for students.

2.2 Legislative Context

- The Higher Education Support Act (HESA)
- The Educational Services for Overseas Students Act (ESOS): 2000 The National Code of Practice for Private Providers

3 Definitions

Item	Definition
CoE	CoE is the abbreviation for Confirmation of Enrolment. This is a document that is issued by UBSS after a student has signed an Offer Letter for an approved UBSS course. It formalises the student’s enrolment in the UBSS course. The CoE is issued by UBSS on behalf of the Department of Immigration & Border Protection (DIBP) to satisfy international student visa requirements.
Study Load Requirements	Study Load Requirements refers to the minimum loading requirements for subject enrolment each trimester in order that students can complete their course of study within their CoE timeframe.
DIBP	DIBP refers to the Australian government authority, the Department of Immigration and Border Protection.

3.1 Course Completion Requirements

Students must complete their course within the timeframe specified on their CoE.

Students must adhere to the study load requirements outlined on the UBSS website (namely, by maintaining a full-time study load of four subjects in each trimester with a minimum of eight

subjects in a full year), and the Academic Progression requirements outlined in the Academic Progression and Intervention Policy (See 3.1).

The Department of Immigration and Border Protection (DIBP) requires that students on a student visa complete their course within the original timeframe for which the visa was granted.

4 Document Change Control

Version	Change Description	Date	Author
v12	Refreshed format	November 2017	Professor Ian Bofinger
V12.1	Change of review date	June 2018	Jotsana Roopram