

 <b>Telford</b> Rural Polytechnic <i>Te Whare Wanaka O Puerua</i>		<b>Ref No.</b>	<b>7 - 05</b>
		<b>Version No.</b>	<b>3</b>
		<b>Date Issued</b>	<b>1 March 08</b>
<b>Title</b>	<b>EXTENSION OF PROGRAMME OF STUDY</b>		
<b>Responsibility</b>	<b>Academic Director</b>		

## 1. PURPOSE

To ensure that study extensions that are valid, fair and equitable are available where appropriate to enable students to complete the qualifications in which they are enrolled.

## 2. APPLICATION

This Policy and Procedure applies to any student enrolled in a Telford qualification/programme of study.

## 3. DEFINITIONS

Nil.

## 4. STATUTORY OBLIGATIONS

Nil.

## 5. POLICY

- 5.1 In recognition that some students, through extra-ordinary circumstances, are unable to complete their qualification in the prescribed time frame, Telford views that it is in the best interests of the students to be given the opportunity to complete their programme of study where completion is an achievable goal within the provision of a time extension.
- 5.2 The Academic Director is responsible for making a decision regarding the granting of an extension to a student's study period, based on input from the Programme Coordinator.
- 5.3 The Academic Director will advise the student of the outcome in writing.

### Availability of Extensions

- 5.4 Students enrolled in any programmes provided by or through Telford's accreditation are eligible to apply for an extension if the programme of study/qualification is registered as being at least six months (gross) in duration or at least 0.40 EFTS value, whichever is less.
- 5.5 Students must make applications at least two weeks prior to the completion of the current programme of study in which they are enrolled if they wish an extension of time.
- 5.6 Students may be required to pay a fee.
- 5.7 A qualification of one year may be given an extension of up to six months in very exceptional circumstances. Otherwise the standard extension will be up to three months, with the time pro-rata backwards, based on the length of the qualification.

- 5.8 Review, re-development, or closure of a programme of study/qualification will not rescind a student's right to apply for an extension. However, if a programme is unique or constrained by time frames, and/or availability of teaching resources and/or availability of tutorial staff – e.g. on-campus Certificate programmes – there should be no expectation that an extension will be available.

### **On Hold**

- 5.9 Students who are aware that they are currently involved in, or are about to become involved with, extraordinary circumstances, may make an application at any time during their programme of study, to have their programme put "on hold." The "on hold" period will be the same as for extensions.
- 5.10 Students who are on an extension already, may not put their programme of study "on hold" – technically their period of enrollment has already expired. Such students will need to re-enroll in order to complete their qualification.

### **Granting of Extensions**

- 5.11 Students must have established a regular pattern of study and assessment that shows a commitment to completing the qualification.
- 5.12 Students must realistically be able to complete the programme of study by the end of the extension.
- 5.13 The reasons for granting an extension must be sound, and must be consistently applied and may include:
- physically incapacitated through injury or illness
  - physically compromised by pregnancy and birth
  - emotionally incapacitated through bereavement or similar
  - overseas travel that is over and above normal annual leave patterns
- 5.14 An extension of three months will be granted where it is identified that the student is approximately 80% complete.
- 5.15 In exceptional circumstances a student may be granted an extension of six months. The student must have completed more than half of the programme of study. In the event of a six month extension being granted the student must then demonstrate a regular pattern of submitting work.

### **Expiry of Extension**

- 5.16 When a student has completed their period of extension, either:
- their results will be submitted for granting of the qualification if they have completed all the necessary requirements of the qualification, or
  - if the requirements of the qualification have not been completed, the student must re-enroll.
- 5.17 Upon the expiry of an extension a student may not make an application for a further extension. They must re-enroll.

## **6. PROCEDURE**

- 6.1 Students must apply in writing to the Programme Coordinator.
- 6.2 The Programme Coordinator will forward a recommendation to the Academic Director.
- 6.3 The Academic Director will consider the application and confirm the outcome in writing to the student.

- 6.4 Where concerns arise as to progress, the Course Controller/Coordinator will communicate in writing with the student to discuss progress, and the areas of concern.
- 6.5 Students who are on a six month extension, and who do not maintain a regular work pattern within the first three months, will have their extension withdrawn, with two weeks notice given in writing.
- 6.6 Upon completion of an extension the necessary steps will be taken to make application for granting of the qualification if course requirements have been successfully completed.

## 7. RECORD MANAGEMENT

Record	Responsibility	Filed	Retention Time
Letter of application	Senior Administration Manager	Student File	Indefinitely
Letter of approval	Senior Administration Manager	Student File	Indefinitely

## 8. ASSOCIATED DOCUMENTS

Nil.

REVISION HISTORY			
Version	Description of Change	Author	Effective Date
1	Initial Release	QMS Team	Nov 2004
2	Triennial Review – Typo error	QMS Team	June 2007
3	Alignment of the QMS with actual practices at Telford in response to the ITPQuality Audit Report, April 2007. Clauses 2, 5.1.1., 5.4.2 and 5.4.3 deleted from version 2. Clause 5.6 included in version 3, also second paragraph deleted from Clause 5.3. Policy title change, clause 8 added. Minor editing and re-formatting.	QMS Policy Review Committee	1 March 2008