

## Student Study Load Procedure

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### 1 PURPOSE

The Australian National Institute of Management and Commerce (the Institute) endeavours to meet individual needs of students. Under particular circumstances, it is appropriate to facilitate variation to standard study loads. The purpose of this document is to provide information about the implications of reducing study loads and/or overloading, eligibility requirements, conditions of varying study loads, and processes for applying for study load variations. This document should be read in conjunction with the *Student Study Load Policy*.

### 2 PROCEDURES

#### 2.1 Reducing Study Load

In some circumstances, students can reduce study loads without negative ramifications to their study program so long as study is completed within the maximum required timeframe. Students considering reducing their study load should refer to the Institute's *Student Progression, Exclusion and Graduation Policy and Procedures* for details on maximum candidature and other information relating to full-time and part-time study options.

Reduced loads may impact eligibility for government financial assistance. It is imperative that International students check visa implications of reducing their study load. The Institute's *Student Handbook* and *International Students Enrolment Amendments and Variations Guideline* both provide important information on study load requirements for International Students.

#### 2.2 Overloading

Overloading refers to studying on a load over and above the Institute's standard study load. Circumstances where the Institute will consider applications for students to overload include but are not limited to circumstances where:

- A student has to overload in order to complete the course by the end of a given time period; or
- An additional unit of study (that causes the overload) is a prerequisite for a unit that must be completed in the following semester.

### **2.3 Eligibility for Overloading**

To be eligible for overloading, students must have achieved at least a Credit average in the previous semester of study at the Institute, and they must not have received Fail grades in any previous studies at the Institute.

Further to these eligibility criteria, students must show that their revised study plan does not impact the possibility of completing the course in an appropriate time period. That is, pre-requisite units can still be completed, and students will have the recommended assumed knowledge for all units in the course as a result of the overload.

Students who appear to meet eligibility criteria are not automatically granted approval to overload. They must still submit an application for consideration and decisions will be made based upon eligibility as well as other relevant circumstances.

### **2.4 Conditions for Reducing or Increasing Study Loads**

Prior to applying for a variation to normal study loads, students should check:

- Relevant professional accreditation requirements;
- Terms of any scholarship awards;
- Fee implications;
- Census dates and other progression implications (for research students); and
- Compliance with requirements of relevant government agencies. This is particularly applicable to students on an international student visa, as a variation to study load will affect the duration of studies. Refer to the Institute's *International Student Enrolment Amendments and Variations Guideline* for further information.

Students applying to overload must demonstrate that units can be completed without timetable clashes. Further, it must be possible to meet assessment deadlines for all units. Issues arising because of overloading are not grounds for appeals and/or applications for extensions or special circumstances. Students who are granted permission to vary study loads are not provided with any support or provisions over and above that usually available to students at the Institute.

### **2.5 Applying for Variation to Study Load**

Students wishing to apply for study load variations must submit the *Non-standard Enrolment Form* to the Academic office. Applications cannot be lodged before results are available for the previous semester of study but should allow time for approval before deadlines for adding units of study.

Refer to the *Non-standard Enrolment Form* for other specific details on timing of applications, required information and relevant documentation to support the application.

Students must seek academic advice from the Academic Support Team prior to submitting an application to vary a study load. The Academic Support Team is available for general advice on study loads, but they do not make the final determination on an application. In addition, Course and Unit coordinators are able to provide specific information relevant to their discipline area.

Applications for overloading must be approved by the Dean in consultation with the Senior Academic Manager. Applications for reducing a study load must be approved by the Senior Academic Manager.

The decision will be communicated in writing to the student within five working days of lodging an application. The Academic Support Office is responsible for communication to the student and staff as well as updating relevant records.

Students have a right to appeal against a decision. The appeal must be in writing and state the grounds upon which the appeal is based. Refer to the *Student Complaints and Appeals Policy and Procedure* for further information.

### 3 RELATED DOCUMENTS

- i. *Student Progression, Exclusion and Graduation Policy and Procedures*
- ii. *Student Handbook*
- iii. *International Student Enrolment Amendments and Variations Guidelines*
- iv. *Student Complaints and Appeals Policy and Procedure*
- v. *Non-standard Enrolment Form*

### 4 Version Control

Historical Version	Approved by	Approval Date
2018.10	Academic Board	23 October 2018