

Student Study Load Policy

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2021.04	Academic Board	19 April 2021	19 April 2021

1 PURPOSE

The Australian National Institute of Management and Commerce (the Institute) is committed to achieving high academic standards and graduate outcomes. Courses are structured to facilitate progressive student learning and this is generally attained by students completing studies according to a standard study load. However, the Institute endeavours to meet individual needs of students, and under particular circumstances, it is appropriate to facilitate variation to standard study loads.

The purpose of this policy is to provide information about study load requirements. This Policy should be read in conjunction with *Student Study Load Procedures* which provides guidance on the requirements and processes related to varying study loads.

2 SCOPE

This policy applies to students at the Institute and all staff responsible for the management of academic programs and maintenance of academic standards.

3 DEFINITIONS

Australian Qualifications Framework (AQF) is the framework that regulates qualifications in the Australian education and training system.

Education Services for Overseas Students (ESOS) Legislation is a body of legislation relevant to overseas students.

Higher Education Standards Framework (Threshold Standards) 2021 (HESF 2021) is TEQSA's regulatory framework of standards that govern higher education in Australia.

Overloading is enrolling in more units than the standard study load for a course in a study period (e.g., term, semester).

Satisfactory Academic Progress is the minimum level of progress required to maintain academic standing in a unit and/or course.

Study Load is the number of units or credit points a student is enrolled in each study period.

Student Visas are temporary visas allowing overseas students to study at an Australian

educational institution for a specified length of time.

4 PRINCIPLES

4.1 The Institute's standard study load aligns with national and international standards and is consistent with the Australian Qualifications Framework (AQF) and the Higher Education Standards Framework (Threshold Standards) 2021. It also facilitates compliance with professional accrediting standards.

4.2 The standard study load ensures that international students comply with visa conditions for progression and completion as required by ESOS legislation. See the *International Students Enrolment Amendments and Variations Guideline* for further information.

4.3 A standard study load for a full-time student is four units each term, each of six credit points. Each unit of study is weighted at six credit points and represents ten hours of work in a unit each week of term. There are three terms each year. International students must study full-time in at least two terms each year.

4.4 The standard study load:

- Is considered appropriate to enable satisfactory academic progress;
- Is based on recommended study hours for each unit of study; and
- Informs the structure of courses, which allows a logical progression of study.

See the *Student Progression Exclusion and Graduation Policy and Procedures* for information regarding student progression requirements.

4.5 Notwithstanding the recommendation of the standard study load, there may be circumstances where it is appropriate for students to complete studies on either a reduced or increased load.

The *Student Study Load Procedures* outlines eligibility requirements and conditions for varying study loads and provides information on the processes involved in reducing study loads or overloading.

4 RELATED DOCUMENTS

- i. International Students Enrolment Amendments and Variations Guideline
- ii. Student Progression, Exclusion and Graduation Policy and Procedures
- iii. Student Handbook

5 VERSION CONTROL

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