

Student Study Load Procedure

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Contacts	policy@imc.edu.au		
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2024.05	Deputy President (Education)	27 June 2024	27 June 2024

1 PURPOSE

The Australian National Institute of Management and Commerce (the Institute) endeavours to meet students’ individual needs. Under particular circumstances, it is appropriate to facilitate a variation to standard study loads. This document aims to provide information about the implications of reducing or increasing study loads, the typical situations where study load variations may be justified, the processes for applying for study load variations, and the matters students must check before applying. 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 if the course of study can be 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.

Domestic students should be aware that reduced loads may impact eligibility for government financial assistance. International students must check the visa implications of reducing their study load. The Institute’s *Student Handbook* and *International Students Enrolment Amendments and Variations Guideline* provide essential information on study load requirements for international students.

2.2 Overloading

Overloading refers to studying one or more units over and above the Institute's standard study load of four units each term. The Institute will generally consider applications for students to overload where:

- a student has to overload to complete the course by the end of a given period (e.g. expiry of a visa) or
- an additional unit of study (that causes the overload) is a prerequisite for a unit that must be completed in the following term of study.

There may be other circumstances where overloading is appropriate, and the Institute will decide on a case-by-case basis. Approval is not automatic. The application and approval process for overloading are described below.

2.3 Applying for Variation to Study Load

Students applying for study load variations must submit a *Non-standard Enrolment Form* (available on the Institute's website) to the Academic Support Office. Applications cannot be lodged before academic results are available for the previous term of study. However, they should be lodged soon after the results are released to allow time for consideration before the deadline for adding units of study. Students must also note other specific details and requirements on the *Non-standard Enrolment Form*.

The Academic Support Office will consider applications for overloading, and the Director of Teaching and Learning will make the final decision. The decision to approve will be based on assessing the student's capacity to successfully complete a higher study load than the standard load. Students must show that their revised study plan does not impact the possibility of completing the course within an appropriate time period. That is, prerequisite units can still be completed, and students will not have the recommended assumed knowledge diminished for any remaining units due to the overload.

Students must seek academic advice from the Academic Support Office before applying to vary a study load. The Academic Support Office is available for general advice on study loads, but it does not make the final determination on an application. In addition, discipline or unit coordinators can provide specific information relevant to their discipline area.

Prior to applying for a variation to a standard study load, students must check:

- Relevant professional accreditation requirements;
- The terms of any scholarship awards;
- Fee implications;
- Census dates and other progression implications; and
- Compliance with requirements of relevant government agencies.

The last point above is crucial for international student visa holders, as a variation in study load might affect the duration of their studies. For further information, refer to the Institute's International Student Enrolment Amendments and Variations Guideline.

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

from overloading are not grounds for appeals and/or applications for extensions or special consideration. Students granted permission to vary study loads are not provided additional support or provisions beyond what is regularly available to students at the Institute.

2.4 Approval of Application for Study Load Variation

The Director of Learning and Teaching will decide the outcome of applications for overloading in consultation with the Senior Academic Manager. The Senior Academic Manager will decide upon applications to reduce the study load.

The decision on an application to vary a study load will be communicated in writing to the student within five working days of applying. The Academic Support Office communicates with the students and staff and updates relevant records.

Students have a right to appeal 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
2021.04	Academic Board	19 April 2021
2018.10	Academic Board	23 October 2018

The Deputy President (Education) oversees the implementation and compliance of this policy. Please contact the Deputy President's office for any enquiries or clarifications related to this policy.