

## STUDENT STUDY LOAD POLICY

<b>Category</b>	Policy		
<b>Review</b>	3 years from date of Approval		
<b>Code</b>	AP045		
<b>Contacts</b>	policy@imc.edu.au		
<b>Version</b>	<b>Approval Authority</b>	<b>Approval Date</b>	<b>Commencement Date</b>
2024.10	Academic Board	10 October 2024	10 October 2027

### 1 PURPOSE

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

This policy provides information about study load requirements. It should be read in conjunction with the *Student Study Load Procedure*, which guides the requirements and processes related to varying study loads.

### 2 SCOPE

This policy applies to students at the Institute and all staff responsible for managing academic programs and maintaining academic standards.

### 3 DEFINITIONS

**Australian Qualifications Framework (AQF)** means the framework that regulates qualifications in the Australian education and training system (<https://www.aqf.edu.au>).

**Education Services for Overseas Students (ESOS)** means the legal framework governing education delivery to overseas students studying in Australia on a student visa. The framework sets out clear roles and responsibilities for providers of education and training to international students and complements Australia's student visa laws.

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

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

**Satisfactory Academic Progress** means the minimum progress required to maintain academic standing in a unit and / or course.

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

**Equivalent full-time study load (EFTSL)** means a measure of student's study load. 1 EFTSL is 8 units (48 credit points) a year.

**Student Visa** means a temporary immigration visa that permits overseas students to study at an Australian educational institution for a specified 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 ESOS legislation requires. The Institute monitors the study load of students to ensure they complete their course within the expected duration specified in their Confirmation of Enrolment (CoE). The Institute only extends the duration of a CoE in limited circumstances. A structured process is in place to manage course variations for international students in accordance with Standard 8 of the National Code 2018.

See the *International Students Enrolment Amendments and Variations Procedures* for further information.

**4.3** A standard study load for a full-time student is eight units per year (or six units per year for 2-year master's courses with 12 units). Each unit of study is weighted at six credit points and represents ten hours of work in a unit each week of the term. There are three terms each year in most Institute courses. International students must study full-time (0.75 EFTSL or greater) each year to ensure they can complete the course within the expected duration on the student's CoE.

**4.4** The standard study load.

- is considered appropriate to enable satisfactory academic progress for most students
- is based on recommended study hours for each unit of study
- informs the structure of courses, which allows a logical progression of study

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

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

The *Student Study Load Procedure* outlines the process for monitoring study load, including the eligibility requirements and conditions for varying study loads. It provides information on the processes involved in reducing study loads or overloading.

#### **4 RELATED DOCUMENTS**

- i. *International Students Enrolment Amendments and Variations Procedures*
- ii. *Student Progression, Exclusion and Graduation Policy*
- iii. *Student Progression, Exclusion and Graduation Procedure*
- iv. *Student Study Load Procedure*
- v. *Student Handbook*

#### **5 VERSION CONTROL**

<b>Historical Version</b>	<b>Approved by</b>	<b>Approval Date</b>
2024.10	Academic Board	10 October 2024
2021.04	Academic Board	27 May 2024
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.*