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Related documents	<p><i>Aboriginal and Torres Strait Islander Education Policy</i>  <i>Student Support Policy</i>  <i>Academic Progression Policy and Procedures</i>  <i>Advanced Standing, Credit Transfer and Articulation Policy and Procedures</i>  <i>Recognition of Prior Learning Policy and Procedures</i>  <i>Student Code of Conduct Policy</i>  <i>Higher Education Standards Framework (Threshold Standards) 2015</i>  <i>Tertiary Education Quality and Standards Agency Act 2015 (TEQSA Act)</i>  <i>*as amended from time to time</i></p>

## 1. Purpose

This documents Analytics Institute of Australia's (AIA) policy on the standard coursework enrolment load and the conditions under which a student in a higher education course may enroll in an overload or underload.

The objectives of the policy are to ensure students enroll in a load which:

- a) Is appropriate to their academic abilities
- b) Places them in a position to complete their course within the maximum time allowed

## 2. Scope

This policy applies to all students enrolled in higher education courses at Analytics Institute of Australia.

## 3. Definitions

**Domestic student:** an AIA student who is an Australian citizen, an Australian permanent resident visa holder or a New Zealand citizen.

**International student:** a student who requires an Australian student visa to be enrolled at AIA.

**Maximum time limit to complete a course:** The maximum time to complete a course from the time of commencement is based on the following formula:

$$(\text{full-time study course duration} \times 2) + 2 \text{ years} = \text{maximum course length}$$

For example:

- (1-year Higher Education Diploma x 2) + 2 = 4 years
- (2-year Associate degree x 2) + 2 = 6 years
- (2-year Bachelor Degree x 2) + 2 = 6 years
- (3-year Bachelor Degree x 2) + 2 = 8 years

- $(4\text{-year Bachelor degree} \times 2) + 2 = 10 \text{ years}$

Students are required to complete their course within the maximum time allowed so need to take that into consideration if they choose to under load or take intermission in a teaching period.

**Overload:** enrolment in more than four units in a trimester teaching period, or equivalent. Where students are enrolled in units in more than one teaching period, the units are counted on a pro-rata basis. For example, if enrolled in four trimester one units and two year-long units concurrently, the load in the trimester one teaching period would be: 4 units + 2 half units = 5 units.

#### **Standard load:**

- The standard full-time load for Undergraduate 2-year coursework degrees at Analytics Institute of Australia over one academic year is 120 credit points (i.e. 12 x 10 credit point units). For a full time, student this normally means four units in a trimester.
- The standard full-time load for Undergraduate 3-year coursework degrees at Analytics Institute of Australia over one academic year is 80 credit points (i.e. 8 x 10 credit point units). For a full time, student this normally means four units in a trimester.
- Students must complete 160 credit points over 4 trimesters i.e  $(4 \times 4 \times 10 \text{ credit point units})$ .

**Underload:** enrolment in fewer units than required to complete a course in the normal time duration.

## **4. Study Load and EFTSL**

### **Study load requirements 3 -year Undergraduate Courses**

- For standard undergraduate degrees, an annual total of 80 credit points is equivalent to a standard year of full-time study (one EFTSL). A standard course of 10 credit points at AIA is 0.125 EFTSL ( $10/80$ ), so eight courses is a standard full-time year load ( $8 \times 0.125 = 1 \text{ EFTSL}$ ).

### **Study load requirements 2-year Undergraduate Courses**

- If you enroll in Trimesters 1, 2 and 3, you will be enrolled full time. Equivalent full-time student load (EFTSL) is one of the components used to calculate your student 'load' and this relates to Australian Government calculations for Centrelink and other Government services. One EFTSL is equivalent to a full-time study load for one year.

- For 2-year undergraduate degrees, an annual total of 120 credit points is equivalent to a standard 1.5 years of full-time study (1.5 EFTSL). A standard unit of 10 credit points at AIA is 0.125 EFTSL (10/80), so for a 2-year undergraduate degree 12 units is a standard full-time year load (12 x 0.125 = 1.5 EFTSL).

### Domestic students

Domestic students on Youth Allowance (<https://www.servicessaustralia.gov.au/youth-allowance>) or Ausstudy (<https://www.servicessaustralia.gov.au/austudy>) must maintain a full study load. In most cases, you must be enrolled in an equivalent full-time study load of 0.375 EFTSL / (36 Credit Points) or higher to be eligible for payment. Check out the Australian Government Services Australia (<https://www.servicessaustralia.gov.au>) website (<https://www.servicessaustralia.gov.au/>) for more detailed information on what is considered a full-time study load.

### International students

International students on student visas are required to complete their course by the end date of their Confirmation of Enrolment (CoE). A reduced study load application will only be approved in exceptional circumstances, where you:

- meet the acceptable reason Reduced Study Load (RSL) criteria
- seek authorisation/signature from AIA (recommending the RSL)
- submit a completed and signed Reduced Study Load Application form, and attach:
  - a new Study Plan
  - copies or originals of official evidence to support your application.

Students who do not maintain a full-time study load and haven't been granted a reduced study load will not be approved for a CoE extension.

## 5. Responsibilities

- Students are responsible for their enrolment and are:
  - Not permitted to enroll in an overload without approval from the relevant Course Convenor.
  - Not permitted to enroll in more than a standard load (or part time equivalent if enrolled in their course part time) including any unit/s for which they have an incomplete (IC) grade where ICs are carried over beyond week 1 of the following Trimester/teaching period.
  - Required to enroll in a load which will ensure they complete their course within the maximum time allowed.
- Course Convenors must monitor the enrolment loads of students and advise them to adjust enrolment loads where required for academic reasons or visa compliance.
- To assist in the process of monitoring enrolment loads, the Registrar provides reports to Course Convenors at the commencement of each Trimester, listing students who are enrolled in an overload.
- The Registrar monitors international students compliance to ensure their enrolment load is compliant with the requirements of their Confirmation of Enrolment (CoE) and student visa regulations.

## 6. Overloading

Students wishing to overload must meet all the following criteria:

- a) Have a minimum GPA of 5.0 in the course in which they wish to enroll in an overload. The exceptions to this are:
  - o where a student has a GPA of less than 5.0 and the relevant Course Convenor believes there is a good case to allow a student to enroll in 5 units in a Semester, a recommendation can be submitted to the Academic Dean for approval;
  - o where a student with a GPA of 5.0 or higher whose enrolment includes an internship unit which will be completed in the mid-year or year-end break, a recommendation from the relevant Course Convenor can be submitted to the Academic Dean for approval to enroll in up to 5.5 units after successful completion of 48 credit points, including any advanced standing/credit transfer, of their course.
- b) Students wishing to overload may enroll in a maximum of five units (or equivalent if enrolled in units in two teaching periods concurrently).
- c) Any units in which a student is enrolled for cross-institutional study are included in the student's study load when considering eligibility for an overload (e.g. 4 Analytics Institute of Australia units + 1 University of Melbourne= a load of 5 units).

## 7. Underloading

Domestic students at Analytics Institute of Australia may study full-time or part-time. If enrolment is below 75% of a standard load (i.e. less than 3 units in a trimester, or equivalent), Centrelink payments such as Youth Allowance, Ausstudy or public transport concessions are likely to be discontinued.

- a) International students must complete their course in the time stated on their Confirmation of Enrolment (CoE). To do this, they are required to enroll in a full-time study load (i.e. 4 units per trimester, or equivalent). Enrolment in less than this load must be approved by the Registrar and will be considered only where:
  - there are documented compassionate or compelling reasons for reducing the load (e.g. personal or family illness impacting on the student's ability to attend classes and supported by a medical certificate)
  - the reduced load is part of Analytics Institute of Australia's intervention strategy in relation to academic progression
  - the student has studied, or plans to study, extra units in another teaching period because of unit offerings
  - the student has only a few units left to complete and these do not constitute a full-time load
  - pre-requisite unit offerings limit the units available to the student in a teaching period
- b) Students who choose to underload in a teaching period must consider the implications that will have on completing their course within the maximum time allowed, noting that any periods of intermission taken are also included in the maximum time.

## 8. Appeal Process

If a student is not satisfied with a decision made regarding their enrolment load, they may appeal in line with the *Student Grievance, Resolution Policy and Procedures*.

### Version history

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1.0	Academic Board	16/11/2020	

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