STUDENT LOAD MONITORING POLICY

Contents

SECTION A - INTRODUCTION

A.1 Purpose

This policy sets out the commitment of the South Australian Institute of Business and Technology (SAIBT) and the Centre for English Language in the University of South Australia (CELUSA) to ensuring students complete their program within the expected module duration as specified in the Confirmation of Enrolment (CoE).

A.2 Scope

This policy covers all international students of the:

- South Australian Institute of Business and Technology (SAIBT)
- Centre for English Language in the University of South Australia (CELUSA)

A.3 Definitions

Word/Term	Definition
Compassionate or Compelling Circumstances	Circumstances beyond the control of the student that have occurred since the student accepted an offer at SAIBT and/or CELUSA and have significantly impacted on the student's well-being or progress
Confirmation of Enrolment	A document issued to a student by an education provider to support and application for a student visa or to prove a student's enrolment
Equivalent Full Time Study Load	EFTSL refers to an equivalent full-time student load. Modules are given an EFTSL weighting which indicates how much the Module is worth in a normal full-time year
Study load	The amount of study the student is committed to in the current teaching period
Full-time student	A full-time student is one who is enrolled in at least 75% - 100% study load in any study period (3 or 4 modules).
Part-time student	A part-time student is one who is enrolled in less than 75% load in any study period (less than 3 modules).

A.4 Acronyms

Abbreviation	Phrase or Word
CELUSA	Centre for English Language in the University of South Australia
CoE	Confirmation of Enrolment

EFTSL	Equivalent full time study load
GPA	Grade Point Average
SAIBT	South Australian Institute of Business and Technology

SECTION B - POLICY STATEMENT

B.1   Principles

SAIBT/CELUSA will monitor students' study load to ensure that they are able to complete their program within the timeframe specified on their Confirmation of Enrolment (CoE) and that the study expectations are reasonable and realistic.

B.2   Policy

1   Module duration/planning

1.1   When planning teaching, learning and assessment activities, academic staff will take into account the total time students will need to complete all tasks required to successfully achieve the module outcomes over the duration of the module.

2   Mode of study

2.1   All programs are taught face to face with an online learning option if and when necessary. International students in Adelaide are expected to attend face to face classes.

3   Work commitments

3.1   International students are permitted to work as detailed in their visa conditions, however, if the study commitments of a student are compromised because of their salaried commitments, academic staff will invoke the student intervention strategy.

4   Study load adjustments

4.1   SAIBT international students may be allowed to enrol in less than a full time load if:
- there are compassionate and compelling circumstances for reducing the load
- the reduced load is part of an intervention strategy
- the student has studied, or plans to study, extra units in another study period
- the student has less than 75% modules remaining to complete and these do not constitute a full-time load
- pre-requisite units are not available in that study period

4.2   SAIBT students may be allowed to enrol in 125% study load if:
- They have demonstrated ability to cope with a higher load in previous trimesters
- The student has clear reasoning as to why the higher load is necessary e.g. to complete within current CoE.

5   SAIBT programs

5.1   The maximum study load in a trimester is generally 100%, however a student may be permitted to study up to 125% load in one trimester of their program, to complete their program within the duration of their CoE. Students may elect to study fewer modules in a trimester but international students are still required to complete their academic program within the duration of their CoE.

5.2   The length, depth and complexity of each module assessment task will reflect the equivalent full time study load (EFTSL) of the module.

5.3   SAIBT International students must complete their program within the expected duration of their Confirmation of Enrolment (CoE). Students are required to maintain a full-time study load unless they met the criteria in accordance with section 4.1 of this policy, unless otherwise approved at the discretion of the Academic Directorate.

6   CELUSA programs

6.1   The registered duration of programs varies from five (5) to seventy (70) weeks.

6.2   Students attend classes for 20 hours per week for the duration of their program and are expected to spend an equivalent amount of time in private study.

6.3   Students are enrolled in a program of suitable length at a level appropriate to their English language skills and their academic pathway (if applicable).

6.4   CELUSA students are not able to vary their workload.

7   Adjustment of study duration – international students

7.1   CoEs may be extended where there is evidence of compelling or compassionate circumstances which inhibit a student's ability to complete the module within the expected duration.

7.2   When a student has been granted an approved deferment or suspension of their studies the duration of their studies may be extended and a new CoE issued.

7.3   A CoE extension for a UniSA program will be subject to UniSA's discretion. Should a package be broken due to one intake per year at UniSA, the student may be re-packaged into another Bachelor program in the division provided the student signs a new signed acceptance and is counselled by a member of the Academic Directorate.

7.4   If a student finishes their program earlier than their CoE end date, upon graduation their CoE will be cancelled as an early completer.

7.5   CELUSA and SAIBT students are not able to increase their workload to complete their program by a university entrance date. If required to extend their program they will need to change their university start date and will have new CoEs issued.

7.6   Students who gain module credit after commencing their studies will have the duration of their study adjusted accordingly. When they complete their study early their CoE will be cancelled as an early completer.

8   Appeals

8.1   Students who are dissatisfied with any decision may lodge an appeal in accordance with the **Student Grievances and Appeals Policy.**

SECTION C - GOVERNANCE

C.1   Responsibility

Identification	Student Load Monitoring Policy
Policy Owner	Academic Director, SAIBT-CELUSA
Approving Authority	SAIBT Executive Group
Initial Issue date	February 2014
Directory Location	Policies, SAIBT, Academic Directorate

C.2   Version Control

Current Version Number	5.0
Date of Effect	09/2024
Review Date	09/2027
Privilege Level	Public

C.3   Legislative and Organisational Context

Name
Australian Qualifications Framework
ELICOS National Standards
Higher Education Standards 2021
The National Code of Practice 2018

SECTION D - PROCEDURE

D.1   Related Procedures

Student Load Monitoring Procedure

D.2   Related Policies

Student Grievances and Appeals Policy

CELUSA Academic Standing Policy

SAIBT Academic Standing Policy