



**Document Control**

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Author/ Updated by:	Genevieve Healy
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## STUDENT WORKLOAD POLICY

### 1. Introduction

King's Own Institute (KOI) *Student Workload Policy* is designed to provide students and staff with guidance and advice on student workload and related assessment workloads for a normal enrolment period (based on the trimester system).

In developing this Policy, KOI has taken into account the *Australian Qualifications Framework (AQF) 2013*, the *Higher Education Standards Framework 2011*, *Standard 10* of the *National Code*, and benchmarks across other higher education providers.

This policy should be read in conjunction with the *Admissions and Enrolment Policy*.

### 2. Scope

This Policy applies to all undergraduate and postgraduate courses delivered by KOI.

**All timings given in this Policy are based on the requirements of the *Higher Education Sector Visa (subclass 573)*. Timings may vary for students on other classes of visa, or who have different enrolment or residency status.**

### 3. Total Student Workload

The total student workload consists of all elements of the time a student would normally be expected to spend completing a course of study. This includes the number of trimesters needed to complete a course, the number of weeks for the duration of a trimester, and the number of *study hours* (class contact and self-directed - per week during a trimester) which are needed to achieve the *Learning Outcomes* for each unit, and therefore the *Graduate Attributes* of a course.

All student workload timings are based on *Australian Qualifications Framework (AQF) Course Level Volumes of Learning*.

KOI operates on a trimester system, with each trimester covering a total duration of fifteen (15)\* working weeks, including:

- twelve (12) x weeks of class contact;
- one (1) x mid-trimester break of one (1) week for Trimesters 1 and 2. Trimester 3 has a two (2) week mid-trimester break, including public holidays;
- one (1) x week exam study period;
- one (1) x week final exam period.

**Full time Course durations\*\*** based on *AQF Level Volumes of Learning* (assuming no *Recognition of Prior Learning (RPL)* or credit exemptions are granted) are:

- Diploma two (2) trimesters = one (1) standard academic year;
- Bachelor six (6) trimesters = three (3) standard academic years;
- Graduate Certificate one (1) trimester = one half (0.5) standard academic year;
- Graduate Diploma two (2) trimesters = one (1) standard academic year;
- Masters three (3) or four (4) trimesters (depending on the specific course) = one to two (1 - 2) standard academic years.



### Notes:

\* Trimester 3 occurs over the December – January period. The traditional *Christmas / New Year* public holidays occur during this trimester. KOI is closed for this period. Trimester 3 therefore has a total duration of sixteen (16) working weeks.

\*\* Standard academic years are based on *AQF Level Guidelines*. The required trimesters may be completed in less time than the calendar year duration if students study in all 3 (three) trimesters per calendar year.

**Study hours** per week may include the following, depending on the specific unit:  
(##### = always, #### = usually, ### = sometimes, # = occasionally)

- Class contact time ##### (including lectures, tutorials, seminars, workshops, laboratories etc.);
- Reading ##### (with consideration of both the amount of reading and the degree of difficulty);
- Note taking; #####
- Field work; #
- Online work ### (including class discussion and chat);
- Discussion of topics and issues with peers, lecturers and tutors; ###
- Engaging in collaborative group work; #
- Skills practice; #####
- Project work; ###
- Assessments ##### (written, oral, online);
- Preparation for and sitting tests and examinations; ###
- Time for reflection and/or journal writing. ###

The expected study hours per week are identified in the following sub-sections.

### 3.1 Reduced Duration of Study due to *Recognition of Prior Learning*

The above full time course durations will be reduced when students are granted *Recognition of Prior Learning (RPL)* (also referred to as *Credit Transfer* or *Credit Exemptions*). *RPL* allows students who qualify to apply for *Credit Exemptions* for some units based on prior recognised successful study, or on the basis of prior work or life experience where equivalent learning outcomes can be demonstrated (see the *Credit Transfer Policy* for details).

When *Credit Exemptions* are granted, International Students are advised of the shortened duration of the course, and the *Electronic Certificate of Enrolment (eCoE)* is adjusted appropriately, as per the requirements of the *ESOS Act*.

### 3.2 Full Time Study – General Provisions

- A 'full-time' study load in *Australian Higher Education* is usually expected to amount to about thirty seven and a half to forty (37.5 – 40) hours a week (the equivalent of a full-time working week). A full-time load for most students is four (4) units per trimester, indicating that students should spend around ten (10) study hours per week per unit.
- A normal full time student workload for students attending KOI at both undergraduate and postgraduate levels is four (4) units per trimester. This is based on a full time student workload.
- **Study Hours** - Unless otherwise identified in the *Unit Outline*, each unit is delivered via one (1) x two (2) hour lecture and one (1) x two (2) hour tutorial each week (**class contact hours**)
- **In addition to class contact hours**, students are expected to undertake **additional study hours** in their own time in order to gain full mastery of the unit content, complete assessments and develop lifelong learning skills in line with *AQF Standards*:
  - all students expected to study a minimum of **six (6) additional hours** per unit per week;
  - students from non-English speaking backgrounds, and students studying more challenging units may need to spend more additional study hours to master the unit content.
- Students are expected to submit assessments on time, and attend tests and exams when notified. Most units will include two (2) or three (3) assessment tasks during the trimester and a final exam. Refer to individual *Unit Outlines* and the *KOI Assessments and Assessment Appeals Policy* for more detail.



- To assist students to achieve satisfactory course progress, KOI expects students to maintain an attendance rate of at least 70% for class contact hours scheduled for each unit enrolled in each trimester (see the *Course Progress and Intervention Policy* for more details).
- To monitor and manage this, attendance is recorded and students falling below the required 70% level will be contacted on behalf of the Deputy Dean (Academic Services), reminding them of their study obligations, and the risk of poor academic performance due to poor attendance. Continued poor attendance resulting in poor academic performance will trigger an *Intervention Strategy* (see Section 4 *Intervention Strategy* below).

### 3.3 Full Time Study – Provisions for International Students

- All students enrolling at KOI on an *International Student Visa* must enrol and study as full time students. As such, students are expected to study eight (8) units within a standard academic year, subject to the specific requirements in this *Policy*, and *International Student Visa* requirements. (See Section 3.6 *Reduced Study load below for exceptions*). This allows students to complete their course of study within the period specified in their *eCoE*.
- International Students enrolling at KOI **MUST** study a full time study load for their first two (2) consecutive trimesters, regardless of the trimester in which they first enrol.
- After studying two (2) consecutive trimesters, students may apply for a trimester break in their studies. Applications should be made in writing to the Deputy Dean (Academic Services), by completing the *Intermission of Studies Form* (available from KOI Reception and the KOI website [www.koi.edu.au](http://www.koi.edu.au) under the *Policies and Forms* tab). Approval may depend on the student achieving an acceptable level of academic progression.

As indicated in the *National Code* (pg. 18)

*“It is also the intention of the Australian Government student visa programme for students to genuinely attempt to achieve their desired educational outcomes within the duration of their student visa. Student visas include a condition that requires the student to progress satisfactorily. Students must attend their classes.”*

- To assist international students to achieve satisfactory course progress, and not risk breaching their student visa requirements, KOI monitors attendance and submission of assignments. Students who do not appear to be engaging with their studies will be contacted on behalf of the Deputy Dean (Academic Services), reminding them of their study obligations, and the risk of poor academic performance due to poor attendance. Continued poor attendance resulting in poor academic performance will trigger an *Intervention Strategy* (see Section 4 *Intervention Strategy* below).

### 3.4 Fast Track Study

The courses at KOI are offered in fast-track mode for those students who demonstrate through their results that they can achieve the *Learning Outcomes*. This is achieved by means of an academic calendar which provides ‘semester-based, trimester-operation’. This means that the academic year has three (3) trimesters. Students must study a minimum of two (2) teaching sessions (semester system) to complete their program in the standard timeframe, but may choose to study in all three (3) teaching sessions per calendar year (trimester system), to accelerate their progress and complete their qualification in a lesser timeframe.

### 3.5 Spread Study Load

Students may proceed more slowly by spreading the full time study workload across all three (3) trimesters. The standard full-time load is eight (8) units per calendar year, which corresponds to the normal expectation for a semester-based higher education provider. Students may spread the full time study workload more evenly over 3 trimesters e.g. three (3) units in two (2) trimesters and two (2) units in the third trimester.

The trimester operation also allows students to catch up units which they may have failed without having to wait for the unit to be offered in the next academic year.

Students must always seek approval for their enrolment. Students will be counselled on their optimal study pattern. Students with poor records will be required to proceed more slowly.



The format allows students to proceed at their own pace and, where their progress shows they can cope academically, to make good use of a period of concentrated study to re-enter the workforce with a professional qualification.

### 3.6 Reduced Study Load

Domestic Students may study a reduced (part-time) study load as they wish.

International Students may apply to study a reduced load in some circumstances, and only after the successful completion of the first trimester of study. Alternatively, International Students who are failing to maintain satisfactory academic progression may be directed by the Academic Services Manager to study a reduced study load (see Section 4 *Intervention Strategy* below). There is no guarantee International Students will be permitted to study a reduced load, as visa conditions must be met.

Regardless of the number of units studied, the expected **study hours** per unit remain the same.

A reduced load may mean a student studies only three (3), or possibly two (2) units, in a single trimester. Domestic Students, Cross-Institutional and Non-Award Students may also choose to study one (1) unit per trimester.

International students may **ONLY** study one (1) unit in a trimester if:

- the student has already studied at least seven (7) units in two (2) previous trimesters in the calendar year
- it is the student's final trimester of study and the student has only one (1) unit remaining
- the student is a Cross-Institutional or Non-Award student.

International Students may not be eligible for a trimester break if a reduced load is approved or directed, and may be required to study all three (3) trimesters during a calendar year to maintain satisfactory academic progression. This is necessary to allow them to complete their course within the time period set in their *eCoE*.

Students requesting a reduced load of study must apply in writing, with supporting evidence and documentation where necessary, to the Deputy Dean (Academic Services).

Students may apply to study a reduced load under the following circumstances;

- Illness where a student has detailed medical documentation indicating the need to study a reduced load. Illnesses must be serious and ongoing. In such circumstances the student will be referred to the Academic Services Manager for support and monitoring.
- The student has studied four (4) units in the first trimester of a calendar year, and wishes to spread the remaining mandatory four (4) units for the calendar year over two (2) trimesters. This may be for a variety of reasons. The student must agree to complete a minimum of four (4) units over the remaining two (2) trimesters in the calendar year i.e., **the student CANNOT apply for a break in studies in the third trimester of the calendar year.**

## 4. Intervention Strategy

To comply with higher education providers' responsibilities under the *ESOS Act* and the *National Code*, KOI monitors student academic progress to identify *Students at Risk*.

A *Student at Risk Intervention Strategy* is put into place where students fail to achieve an acceptable level of academic progress, and as a result, the student may not be able to complete their course in the duration specified in their *eCoE*.

Students are considered '*At Risk*' when they fail more than 50% of the units studied in a trimester, regardless of the reasons, or have ongoing serious medical conditions.

*Students at Risk* will be identified by the Academic Services staff, and referred to the Academic Services Manager for review. The Academic Services Manager, in consultation with the student, may take the following actions:



- place students on a reduced load of study with strict conditions;
- require student to sign a learning contract reflecting the agreements reached, including conditions which must be met by the student;
- require students to attend English Development Classes, or other support sessions;
- require the student to meet regularly with the Academic Manager, or a nominated person, to discuss ongoing progress – students may be required to demonstrate progress work on assessments at these meetings;
- place the student on the *Monitoring Academic Progress (MAP)* programme (see *Course Progress and Intervention Policy* for full details);
- where the reason for the *at Risk* status is medical, consult and liaise with appropriate medical persons and/or organisations such as the student's doctor, specialists etc. **This is done under conditions of strict confidentiality and only with the student's consent.**

## 6. Privacy

KOI will maintain the confidentiality and privacy of student information. However, information collected from students in the application process will, as required, and in accordance with the *ESOS Act*, *The National Code 2007* and the *Migration Act 1958*, be provided to the *Department of Education*, the *Department of Immigration and Border Protection (DIBP)* and other State or Territory government agencies. KOI is bound by the *Australian Privacy Principles (APPs)* under the *Privacy Amendment (Enhancing Privacy Protection) Act 2012* with respect to the collection, use and disclosure of personal information. For more information please see KOI's *Privacy Policy* available on the KOI website.

## 7. Definitions

<i>Credit Points</i>	Credit points are the value given to a unit within a course of study to indicate how the study hours for the unit compare with other units. At KOI, most undergraduate and postgraduate units have a value 4 credit points.
<i>Compulsory Study Period</i>	A compulsory study period is a trimester in which students are required to enrol unless granted a deferment or suspension from enrolment or leave of absence under Standard 13 of the <i>National Code</i> (see Section 3.6 <i>Reduced Study Load</i> ). KOI requires students to study their first two trimesters consecutively.
<i>Cross-institutional Student</i>	A student enrolled with another higher education provider, who wishes to study a unit not currently offered by their provider. In some cases, a student may need to study a unit as a cross institutional student to maintain satisfactory academic progress.
<i>Domestic Student</i>	An Australian citizen, permanent resident of Australia, or New Zealand citizen.
<i>KOI Trimester system</i>	KOI operates on a fifteen (15) week trimester system, rather than the traditional semester system. This means that students can choose to study three (3) trimesters per year, accelerating their course progress to complete in less time than the standard duration of the course as indicated in Section 3.4 <i>Fast Track Study</i> .
<i>International Student</i>	A student who is not a Domestic student including students on temporary residence visas and any other visa which allows a student from overseas to study in Australia.
<i>Intervention Strategy</i>	An individual plan to provide academic support and/or personal counselling to a student identified 'at risk' of not achieving satisfactory academic progression



<i>Non-Award Student</i>	A student (Domestic or International) who chooses to study one or more individual unit(s), which will not lead to the award of a whole degree such as a Bachelor or Master degree. <i>Non-Award Study</i> may be undertaken for professional development or personal interest. <b>International students will not be issued an electronic Confirmation of Enrolment (eCoE) for non-award study. They must already hold a visa allowing them to study in Australia.</b>
<i>Standard duration of the course</i>	The number of years (12 month periods – regardless of starting month) it is expected a student will take to complete a course of study, based on the traditional two semester per year <i>Australian Higher Education</i> delivery system.
<i>Student at Risk</i>	A <i>Student at Risk</i> is a student who fails to achieve an acceptable level of academic progress (defined as not passing a minimum of 50% of the units attempted in a trimester). In the case of an international student, the student may not be able to complete their course in the timeframe specified in their <i>electronic Confirmation of Enrolment (eCoE)</i> .
<i>Student workload</i>	The total amount of time needed to complete a course of study.
<i>Study hours</i>	The approximate number of hours per week a student will need to spend in classes (scheduled unit contact hours) and private (self-directed) study to achieve a unit's Learning Outcomes.

## 8. Related Policies

- *Assessment and Assessment Appeals Policy*
- *Course Progress and Intervention Policy*
- *Privacy Policy*
- *Records Management Policy*

\*\*\*\*\* End of Policy \*\*\*\*\*