



Centre for
English Language

STUDENT LOAD MONITORING POLICY

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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 course duration as specified in the Confirmation of Enrolment (CoE).

A.2 Scope

This policy covers all prospective and current 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	An official form issued to an international student to confirm that they have been accepted onto a course of study at an Australian institution for a specific start and end date
Study load	The amount of study the student is committed to in the current teaching period

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
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 CoE and that the study expectations are reasonable and realistic.

B.2 Policy

1 Course 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 course outcomes over the duration of the course.

2 Mode of study

- 2.1** All programs are taught face to face.

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 only a few courses left to complete and these do not constitute a full-time load
 - pre-requisite units are not available in that study period

5 SAIBT programs

- 5.1** The registered program duration of all academic programs delivered by SAIBT is 24 calendar months comprising six trimesters of 12 teaching weeks each.
- 5.2** The maximum study load in a trimester is generally 100%, however a student may be permitted to study up to 120% load in one trimester of their program, to complete their program within the duration of their CoE. Students may elect to study fewer courses in a trimester but international students are still required to complete their academic program within the duration of their CoE.
- 5.3** The length, depth and complexity of each course assessment task will reflect the equivalent full time study load (EFTSL) of the course.

6 CELUSA programs

- 6.1** The registered duration of programs varies from five to 60 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 course 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** If a student finishes their program earlier than their CoE end date, upon graduation their CoE will be cancelled as an early completer.
- 7.4** 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.
- 7.5** Students who gain course 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 Academic Director, CELUSA
Initial Issue date	February 2014
Directory Location	Academic Directorate, policies

C.2 Version Control

Version Number	Summary of Changes	Approved by	Date of Effect	Review Date	Privilege Level
v2.0	Superseded documents: <ul style="list-style-type: none"> Student Load Monitoring Policy v1.0, effective 02/08/2010 A013 Student Load Monitoring, 03/04/2008 CLEUSA Load Monitoring, 02/11/2007 	SAIBT Executive Group	2/2014	2/2017	Public
v2.1	Title of clause 4 changed	Quality Manager	2/2014	2/2017	Public
v2.2	<ul style="list-style-type: none"> Review by AB Clause 5.2 changed 	SAIBT AB	7/2014	7/2017	Public
v2.3	Removal of clause 1.2	SAIBT Executive Group	9/2014	7/2017	Public
v2.4	<ul style="list-style-type: none"> minor amendment to B1 principles clause 4.2 relocated to 6.4 	Quality Manager	11/2014	7/2017	Public
v2.5	No change	SAIBT Academic Board	11/2014	7/2017	Public

C.3 Legislative and Organisational Context

Name
Australian Qualifications Framework
ELICOS National Standards

[Higher Education Standards](#)

[The National Code of Practice 2007](#)

SECTION D - PROCEDURE

D.1 Related Procedures

Student Load Monitoring Procedure currently being developed

D.2 Related Policies

Student Grievances and Appeals Policy

Student Progress and Intervention Policy