



**EYNESBURY**  
**COLLEGE**

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# STUDENT LOAD MONITORING POLICY

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## SECTION A - INTRODUCTION

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### A.1 Purpose

This policy sets out Eynesbury College's commitment to ensuring its students complete their program within the expected duration as specified in the Confirmation of Enrolment (CoE).

### A.2 Scope

This policy applies to all international students of any of the programs operated by Eynesbury College. It does not cover students in Eynesbury Senior College.

### 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 Eynesbury College 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
UniStart	UniStart is a foundation level program, delivered offshore, which offers a pathway into partnered universities.

### A.4 Acronyms

Abbreviation	Phrase or Word
CoE	Confirmation of Enrolment
EFTSL	Equivalent full time study load
ELICOS	English Language Intensive Course for Overseas Students
HEP	Higher Education Programs
FLP	Foundation Levels Programs (UniStart and FSP)

FSP

Foundation Studies Program

## SECTION B - POLICY STATEMENT

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### B.1 Principles

Eynesbury College 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 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 online learning as an adjunct.

#### 3 Work commitments

- 3.1 International students are permitted to work as detailed in their visa conditions, however, they are obligated to ensure that their work commitments do not unduly impact their study.

#### 4 Study load adjustments

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

#### 5 Higher Education Programs (HEP)

- 5.1 The registered program duration of all Higher Education Programs delivered by Eynesbury College is 12 calendar months comprising three trimesters of 13 teaching weeks each.
- 5.2 The maximum study load allowed is four modules per trimester, however a student may be permitted to study up to five modules 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.
- 5.3 The length, depth and complexity of each module assessment task will reflect the equivalent full time study load (EFTSL) of the module.

## **6 Foundation Levels Programs (FLP) and Senior Secondary Programs (SSP)**

- 6.1** The registered program duration of the Foundation Studies Program (FSP) and Senior Secondary Programs is two semesters of approximately six months each except where a student has completed UniStart beforehand, in which case, the FSP is one semester of approximately six months in accordance with the **FLP Recognition of Prior Learning (UniStart) Policy**.
- 6.2** The registered program duration of extended FSP is one semester of approximately three months, and two semesters of approximately six months (including scheduled holiday breaks).
- 6.3** There is no provision to vary the study load of FLP or Senior Secondary programs.

## **7 ELICOS Programs**

- 7.1** The registered duration of programs varies from five to 60 weeks.
- 7.2** 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.
- 7.3** Students are enrolled in a program of suitable length at a level appropriate to their English language skills and their academic pathway (if applicable).
- 7.4** There is no provision to vary the study load of ELICOS programs.

## **8 Adjustment of study duration – international students**

- 8.1** 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.
- 8.2** 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.
- 8.3** If a student (excluding ELICOS students) needs to increase their study workload to complete their program by a university entrance date, any adjustment to their study load will need to be approved. If a student finishes their program earlier than their CoE end date, upon graduation their CoE will be cancelled as an earlier completer.
- 8.4** ELICOS students are not able to increase their workload to complete their program by a university entrance date. If required to extend their English program they will need to change their university start date and will have new CoEs issued.
- 8.5** Students who gain module credit after commencing their studies will have the duration of their study adjusted accordingly and when they complete their study early their CoE will be cancelled as an early completer.

## **9 Appeals**

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

## SECTION C - GOVERNANCE

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### C.1 Responsibility

<b>Identification</b>	Student Load Monitoring Policy
<b>Policy Owner</b>	Academic Director Director of Studies
<b>Approving Authority</b>	Eynesbury Executive Group
<b>Initial Issue date</b>	February 2014
<b>Directory Location</b>	Policies, Eynesbury, Academic Directorate

### C.2 Version Control

<b>Current Version Number</b>	v2.1
<b>Date of Effect</b>	5/2019
<b>Review Date</b>	11/2021
<b>Privilege Level</b>	Public

### C.3 Legislative and Organisational Context

<b>Name</b>
<a href="#">ELICOS National Standards</a>
<a href="#">Education Services for Overseas Students (ESOS)</a>
<a href="#">Higher Education Standards</a>
<a href="#">National Foundation Program Standards</a>
<a href="#">The National Code of Practice 2017</a>

## **SECTION D - PROCEDURE**

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### **D.1 Related Procedures**

Student Load Monitoring Procedure

### **D.2 Related Policies**

FLP Recognition of Prior Learning (UniStart) Policy

Student Grievances and Appeals Policy

ELICOS Academic Standing Policy

FSP Academic Standing Policy

HEP Academic Standing Policy