



**EXCELSIA  
COLLEGE**  
— Sydney —

### **Objects of Excelsia College**

Motivated by the Christian faith, as expressed by the Apostles' Creed and Nicene Creed, with fidelity to the Scriptures as the Word of God, the Objects of the College are the advancement of the Christian faith and higher education.

### **Document Number**

**PO-STU-14**

### **Document Name**

**STUDENT WORKLOAD POLICY**

### **Document Status**

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## 1 Policy statement

Excelsia College is committed to providing a supportive teaching and learning environment that enables staff and students to develop to their full potential, whilst ensuring equity and fairness in educational processes and opportunity. The purpose of this policy is to ensure that this commitment is applied to student workloads.

The College uses the allocation of credit points to define its degree requirements and also to provide guidance to students and staff with respect to what constitutes a reasonable and expected workload in each unit and in each semester of study. The policy is predicated on the assumed workload that a student of average ability would be expected to negotiate in any given unit, and across their course as a whole, in order to obtain at least a Pass in each unit.

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## 2 Scope

This policy applies to all College students.

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## 3 Responsibility

- Students are responsible for:
  - working approximately 40 hours per week on their studies (full-time) or a pro-rata equivalent (part-time).
- Heads of School are responsible for:
  - reviewing and approving student requests to enrol in units equating up to 1.25 FTE workload, and providing additional supervision and support to the student if approving such a request to ensure they pass all units in which they are enrolled.
  - ensuring that mechanisms for the monitoring of workloads are in place
- The Academic Registrar and the Chief Academic Officer:
  - monitoring the actions of Schools through the Learning and Teaching Committee

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## 4 Definitions

For the purpose of this policy, the following definitions apply:

**Full-time equivalent (FTE) student workload:** 600 hours in total over a semester. This is notionally defined as 40 hours per week.

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## 5 Principles

1. A full-time equivalent (FTE) student workload is defined as 600 hours in total over a semester. This is notionally defined as 40 hours per week.

2. Taking into account differences between individual capacities and circumstances as appropriate, full-time students are normally expected to work approximately 40 hours per week on their studies and study-related activities.
3. Part-time students are expected to work the particular pro-rata equivalent of a full-time student workload.
4. Regardless of any effect due to averaging of workloads, students undertaking a full-time workload should not normally be expected to work in excess of 50 hours in any given week.
5. Student workload estimates should take into account, and leave adequate time for, appropriate study and research requirements, as well as face-to-face lecture and tuition commitments.
6. It is recognised that, in practical subjects, students are often unavoidably involved in unit-related activities additional to regular lecture and study involvements (for example, in rehearsals, productions, and related activities). In such circumstances, special care for the health and wellbeing of students will be exercised by staff.
7. With at least a 'Credit' (2.0) GPA or approval of Head of School, students will be permitted to enrol in units equating to 1.25 of an FTE workload. Any requests to enrol in units equating to more than a 1.25 FTE workload must be approved by the Chief Academic Officer and will usually require a GPA of 2.5 or above.
8. In exceptional circumstances, with the approval of the Head of School, students in their first semester of study may be allowed to enrol in units equating up to 1.25 of an FTE workload. Where approval is granted, the Head of School is responsible for providing additional supervision and support to the student as may be required for the student to pass all units in which they are enrolled.

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## 6 Workload for students at risk

To comply with the College's responsibilities under the *Education Services for Overseas Students Act 2000* and the National Code of Practice for Providers of Education and Training to Overseas Students 2018, the College 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. At the discretion of the Chief Academic Officer, in consultation with the relevant Head(s) of School, and after consideration of students' progress in their course to date:

- a. students on academic probation may not be allowed to enrol in an FTE workload
- b. students may not be allowed to enrol in a Directed Independent Study Contract in a given unit as a result of a failure in the same unit in a previous semester.

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## 7 Monitoring of workloads

1. Heads of School must ensure that mechanisms for the monitoring of workloads are in place to determine whether the estimated student workload is realistic. This should include the checking of student evaluations in terms of workload expectations and the real time involved so

that an adjustment of the workload can be made when it is demonstrated that the actual workload deviates significantly from the estimate.

2. The Academic Registrar and the Chief Academic Officer must monitor the actions of Schools, through the Learning and Teaching Committee.
3. Students who have concerns regarding the workload of a course or program should raise them with the lecturer in the first instance. If they are not satisfied with the outcome, they should raise them with the Head of School. Matters not settled within the School should be referred to the Academic Registrar.

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## 8 Related documents and references

*Education Services for Overseas Students Act 2000*

National Code of Practice for Providers of Education and Training to Overseas Students 2018

PPR-STU-01 Assessment Policies and Procedures Manual

STA-G27 Inclusive Assessment, Making Reasonable Adjustments and Providing for Alternative Assessment Arrangements

STU-AC-F24 Application for Extension

PO-STU-05 Academic Progress Monitoring and Intervention Policy

WP-STU-26 Academic Progress Monitoring and Intervention Procedure PO-STU-04 Academic Integrity Policy and Procedure

PO-STU-06 Student Grievance Policy and Procedures

PO-STU-28 Student Appeals Against Academic Decisions

PO-STU-29 Student Attendance and Classes Policy

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## 9 Mapped to HESF

The content of this policy is mapped to the HESF 1.3, 2.3, 2.4, 3.1.

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## 10 Document history

This policy has been amended as follows:

Version	Amendments / Date / Notes
5	<ul style="list-style-type: none"><li>• Remove reference of semester length in principle 1</li><li>• Change to principle 7 to be approval of HoS OR at least a Credit GPA</li></ul>