



**EXCELSIA
COLLEGE**
Sydney - Australia

Document Name

STUDENT WORKLOAD POLICY

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Purpose and Context

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

Principles and Regulations

1. A full-time equivalent (FTE) student workload is defined as 40 hours per week averaged over a 15 week semester (600 hours in total per semester).
2. Taking into account differences 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 work load 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 (for example, in rehearsals, productions, and related activities) in unit-related activities additional to regular lecture and study involvements. In such circumstances, special care for the health and well-being of students will be exercised by staff.
7. With the approval of the Head of School, and at least a 'Credit' (2.0) GPA, 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 to 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.

Workload for Students at Risk

To comply with higher education providers' responsibilities under the ESOS Act and the National Code, Excelsia 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 enroll in an FTE workload;
- b. students may not be allowed to enroll in a Directed Independent Study in a given unit as a result of a failure in the same unit in a previous semester

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 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 Registrar

References and Related Documents

PO-STU-03 Assessment Policy
STU-G18 Explanation of Grades
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