

# Policy: Student academic study load and progression

## Purpose

This policy sets out the principles for student academic workload and progress across the University for coursework students.

## Overview

This policy covers the eight key areas associated with student academic workload:

- full-time and part-time status
- concurrent studies
- overloading
- maximum degree completion time-limits
- course requisites
- non-enrolment in an academic year
- transfers
- academic progress

## Scope

All coursework students.

All staff with education responsibilities.

## Policy statement

1. ANU student academic workload activities:
  - a. align with the strategic educational directions of the University;
  - b. align with national and international disciplinary and interdisciplinary standards; and
  - c. are consistent with the Australian Qualifications Framework and the Higher Education Standards Framework (threshold standards).

2. Study period 1: is 1 January to 30 June including Summer Session, First Semester and Autumn Session, and study period 2: is 1 July to 31 December, including Winter Session, Second Semester and Spring Session. Trimesters are excluded from study periods.

### **Full-time and part-time load – Semesters and non-standard sessions**

3. ANU students studying 18 or more units (0.375 EFTSL or greater) in a half year (January – June or July – December) are considered full-time.

4. Students on an International Student Visa must complete their program within the expected duration specified in their Confirmation of Enrolment (CoE), which normally equates to 24 units in a half-year.

5. Students on an International Student Visa are only able to undertake less than the student load defined in clause 4 in compassionate or compelling circumstances, or as part of an intervention strategy for students at risk of not meeting satisfactory academic progress.

6. ANU students studying less than 18 units (0.374 or less) over a six-month period (Jan – June, July – Dec) are considered part-time.

7. If a part-time load is unable to be undertaken as part of the degree requirements, this will be stated in the degree program orders.

8. Calculation of load is done on an overall basis, counting all programs undertaken during the study period.

### **Full-time and part-time load – trimesters**

9. ANU students studying 12 or more units (0.25 EFTSL or greater) in a trimester are considered full-time.

10. ANU students studying less than 12 units (0.24 or less) in a trimester are considered part-time.

11. Calculation of load is done on an overall basis, counting all programs undertaken during the trimester.

### **Concurrent studies**

12. The respective delegated authorities for each program may approve concurrent enrolment in two programs.

13. Any overloading as a result of concurrent studies adhere to the overload principles within this policy.

## Overloading – Semesters and non-standard sessions

14. A standard study load is 24 units in a standard period.
15. Undergraduate students wishing to enrol in more than 24 units but not more than 30 units in a single study period at a minimum meet all of the following criteria in their current ANU program:
  - a. successful completion of at least 48 units;
  - b. successful completion of at least 24 units of courses in a single period;
  - c. an overall mark average of at least 60 per cent (NCN and WN counting as zero per cent in this calculation); and
  - d. an average mark of at least 60 per cent (NCN and WN counting as zero per cent in this calculation) in the previous study period.
16. Undergraduate students wishing to enrol in more than 30 units but not more than 36 units in a single study period at a minimum meet all of the following criteria in their current ANU program:
  - a. successful completion of at least 96 units;
  - b. successful completion of at least 30 units of courses in a single study period;
  - c. an overall mark average of at least 70 per cent (NCN and WN counting as zero per cent in this calculation); and
  - d. an average mark of at least 70 per cent (NCN and WN counting as zero per cent in this calculation) in the previous study period.
17. Graduate coursework students wishing to enrol in more than 24 units but not more than 30 units in a single study period at a minimum meet all of the following criteria in their current ANU program:
  - a. successful completion of at least 24 units of courses in a single study period;
  - b. an overall mark average of at least 60 per cent (NCN and WN counting as zero per cent in this calculation); and
  - c. an average mark of at least 60 per cent (NCN and WN counting as zero per cent in this calculation) in the previous study period.
18. Graduate coursework students wishing to enrol in more than 30 units but not more than 36 units in a single study period at a minimum meet all of the following criteria in their current ANU program:

- a. successful completion of at least 48 units;
- b. successful completion of at least 30 units of courses in a single study period;
- c. an overall mark average of at least 70 per cent (NCN and WN counting as zero per cent in this calculation); and
- d. an average mark of at least 70 per cent (NCN and WN counting as zero per cent in this calculation) in the previous study period.

19. Students who have only 30 units remaining to complete their award but do not satisfy the above criteria may apply to the Associate Dean (Education) of the relevant College(s) for permission to undertake the remaining 30 units in one study period to complete their degree. Approval is at the discretion of the Associate Dean (Education) and will not be granted for more than 30 units.

20. The average is calculated using the following formula:  $\Sigma (\text{Mark} \times \text{Units}) / \Sigma \text{Units}$

21. Students undertaking enrolment in non-standard teaching sessions that do not overlap with the standard semester are not considered to be overloading if they only undertake 24 units during the semester.

22. Students are not given permission to enrol in more than 36 units in a study period.

23. Courses undertaken at another institution on a cross-institutional basis are included in consideration of whether a student is overloading.

### **Overloading – Trimesters**

24. A standard study load is 18 units in a trimester.

25. Students wishing to enrol in more than 18 units but not more than 24 units in a single trimester must at a minimum meet all of the following criteria in their current ANU program:

- a. successful completion of at least 18 units of courses in a single trimester;
- b. an overall mark average of at least 60 per cent (NCN and WN counting as zero per cent in this calculation); and
- c. an average mark of at least 60 per cent (NCN and WN counting as zero per cent in this calculation) in the previous trimester.

26. Students wishing to enrol in more than 24 units but not more than 30 units in a single trimester must at a minimum meet all of the following criteria in their current ANU program:

- a. successful completion of at least 48 units;
- b. successful completion of at least 24 units of courses in a single trimester;
- c. an overall mark average of at least 70 per cent (NCN and WN counting as zero per cent in this calculation); and
- d. an average mark of at least 70 per cent (NCN and WN counting as zero per cent in this calculation) in the previous semester.

27. Students who have only 24 units remaining to complete their award but do not satisfy the criteria for overload may apply to the Associate Dean (Education) of the relevant College(s) for permission to undertake the remaining 24 units in one trimester to complete their degree. Approval is at the discretion of the Associate Dean (Education) and will not be granted for more than 24 units.

28. The average is calculated using the following formula:  $\frac{\Sigma (\text{Mark} \times \text{Units})}{\Sigma \text{Units}}$

29. Students are not given permission to enrol in more than 30 units in a trimester.

### **Maximum degree completion time-limits**

30. The time-limits specified in the [\*Coursework Awards Rule\*](#) apply across a career and do not reset if students transfer between awards.

31. Part-time load or taking official periods of leave whether voluntary or enforced do not increase the time-limits specified in the [\*Coursework Awards Rule\*](#).

32. Upon completion of the entirety of their award, single, or double degree, a student has their time-limit reset if they are admitted to a new award, even if it is in the same career.

### **Course requisites**

33. Students who do not have the requisites for a course obtain approval from the Course Convenor if they wish to enrol in the course.

34. Students who are enrolled in a course on the assumption that they will pass the requisite course before commencement but then fail the requisite have the enrolment course dropped and are required to:

- a. add an alternate course where they satisfy the requisite, or
- b. apply to the Course Convenor for approval as per clause 24.

## **Non-enrolment in an academic year**

35. If a student does not have an active enrolment in at least one course in two calendar years and has not formally notified the University that they have deferred or are on program leave, their program will be discontinued. To re-enrol, a student must re-apply to the University.

36. However, a student enrolled in a plus one Honours plan is enrolled in courses or on a period of leave formally approved by the delegated authority. A student enrolled in a plus one honours plan who is not enrolled in courses or on leave formally approved by the delegated authority is discontinued.

## **Transfers**

37. A student may not transfer between awards or nested awards at different career levels. Movement across careers will require a new application.

## **Academic progress**

38. The University monitors student academic progress every study period or trimester as a component of the University's early intervention strategy.

39. Students who fail one or more courses in the previous study period or trimester and up to but not more than 50 per cent of enrolment are referred to their College for advice and to student support services.

40. Students who have failed more than 50 per cent of their courses in their previous study period or trimester speak with an academic adviser about their progress.

41. Students who have failed more than 50 per cent of their courses in their previous study period or trimester reduce their study load if recommended by the delegated authority, to a maximum of:

- a. 18 units in the next study period for programs taught in semesters and non-standard sessions; or
- b. 12 units in the next trimester for programs taught in trimesters.

42. Students who fail a coursework course in any award program for a second time speak with an academic adviser about their progress.

## **Appeals**

43. Students may appeal to the Associate Dean (Education) of the relevant college if any of the above principles have been incorrectly applied.

44. Where the Associate Dean (Education) was involved in the original decision,

the appeal must be considered by the Dean of the relevant college.

45. A person may appeal to the Deputy Vice-Chancellor (Academic) on procedural grounds only against an appeal outcome decision made under the above two.

## Document information

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