Policy Title
Underload Diplomas Policy

Purpose
Students can underload and enrol in less than a full time study load for a trimester due to exceptional personal circumstances, course progression or as part of an academic progress intervention strategy.

Scope
This policy applies to all students enrolled in Diploma courses in Melbourne.

Policy Statement
Student progress is monitored, recorded and assessed to ensure that Monash College facilitates the highest quality of learning and complies with relevant regulatory requirements.

Domestic Students
Domestic students can reduce their study load to one unit a trimester by following the related Underload Diploma Procedures.

International Students
International students are subject to ESOS regulations and must complete their course by the end date on their eCOE.

Students must enrol in a full time study load each trimester (4 units). An application to underload and enrol in less than 4 units may be approved if:

- there are compassionate or compelling reasons (students facing illness or exceptional personal circumstances)
- students must reduce their enrolment load due to the implementation of an intervention strategy to assist them being at risk of unsatisfactory academic progress
- students are unable to enrol in 4 units due to course structure (this applies to Part 2 Engineering students), progression rules or unit availability.

The duration of the student’s study will be extended if they are approved to underload and where it is clear that the student will not complete the course within the expected duration, as specified on the student’s eCoE.

Students do not need approval to underload if they are:

- enrolled in the final trimester of study and due to course progression cannot enrol in a full time study load.
- International students who are required to undertake a mix of Part 1 and Part 2 units (a minimum of 18 credit points per trimester)
Records Management
The Underload Diplomas Policy is a Level 3 Policy. The latest approved version of the Underload Diplomas Policy will be stored from the Policy Bank on the Monash College intranet.

The policy owner will maintain a record of issues relevant to the Underload Diplomas Policy for consideration at the time of review.

Legislation and Standards

<table>
<thead>
<tr>
<th>Reference Policies and Supporting Documentation</th>
<th>Underload Diplomas Procedure</th>
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<tbody>
<tr>
<td></td>
<td>Course/Unit Variation Form - Domestic Students</td>
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<td>Application to underload – International Student</td>
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<th>Responsibility for Implementation</th>
<th>Diplomas Director</th>
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<td>Teaching and Learning Team Leaders</td>
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Status
Revised

Key Stakeholders
Board of Studies
Board of Examiners, Diplomas
Diplomas, Director
Associate Director – Transition, Learning and Innovation
Associate Director – Diploma of Business
Associate Director – Diplomas
Teaching and Learning Team Leaders
Academic Manager
Learning Consultants Team Leader
Learning Consultants
Teaching Staff
Student Administration Team
Students
Definitions

**eCOE**
Electronic confirmation of enrolment. A document which is issued by the registered provider to intending international students and which must accompany their application for a student visa.

Implementation plan

**Update Policy Bank**
Upload approved policy and procedure to the policy bank on the Source.

**Notify Key Stakeholders**
Provide final version of the policy and procedure to stakeholders.
## Change history

<table>
<thead>
<tr>
<th>Version number</th>
<th>Approval date</th>
<th>Approved by</th>
<th>Brief outline of changes</th>
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<tbody>
<tr>
<td>3.0</td>
<td>14/07/2016</td>
<td>Board of Studies</td>
<td>Remove procedure documentation and develop a separate procedure document. Include information for Domestic students.</td>
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<tr>
<td>2.0</td>
<td>22/11/2007</td>
<td>Monash College Board of Studies</td>
<td>New policy</td>
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