

Policy Title

Enrolment Load Diplomas Policy

Purpose

Under exceptional circumstances, students may be approved to vary their study load 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 and offshore partners.

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. Whilst in exceptional circumstances, students may be approved to underload, students will not be approved to overload by more than the standard full time enrolment specified for the program.

Students are expected to enroll in units that will allow course completion within the following timeline.

- Diplomas Part 1: Two Trimesters
- Diplomas Part 2 (except Diploma of Engineering): Two Trimesters
- Diploma of Engineering: Three Trimesters

To complete the course in the allowed timeline, the above 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 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. A maximum of two trimesters extension may be granted except under exceptional circumstances.

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).
- the student has been asked to underload due to the implementation of an intervention strategy under the Academic Progress Diplomas Policy.

Records Management

The Enrolment Load Diplomas Policy is a Level 3 Policy. The latest approved version of the Enrolment Load Diplomas will be stored in 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

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

Reference Policies and Supporting Documentation	Enrolment Load Diplomas Procedure Course/Unit Variation Form - Domestic Students Application to underload – International Student
Responsibility for Implementation	Director, Diplomas Manager, Student Administration Team Leaders Manager, Academic Process and Policy
Status	Revised
Key Stakeholders	Board of Studies Board of Examiners, Diplomas Director, Diplomas, Team Leaders Learning Skills Advisers Teaching Staff Student Administration Team Students

Approval Body	Diplomas Board of Studies
Date Effective	2/12/2021
Next Review Date	2/12/2024
Policy Owner Job Title Division	Director, Diplomas Diplomas
Policy Author	Manager, Quality and Process Improvement
Contact	Manager, Quality and Process Improvement
Policy Level	Level 3

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

Version number	Approval date	Approved by	Brief outline of changes
1.0	14/07/2016	Board of Studies	New Policy
2.0	22/11/2017	Monash College Board of Studies	Remove procedure documentation and develop a separate procedure document. Include information for Domestic students.
2.1	18/10/2017	Director, Diplomas	Updated policy title from Underload to Enrolment Load and update policy statement to include overload information.
2.2	04/06/2019	Governance	Hyperlinks removed; role titles updated; legislation references updated
2.3	02/12/2021	Board of Studies	Expanded scope to offshore partners; added expected course duration and maximum course extensions; removed requirement to apply for underload where it is an at-risk intervention