

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.

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.

Domestic Students

Domestic students can reduce their study load to one unit a trimester by following the related Underload Diplomas Procedure.

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 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 Associate Directors Deputy Director Manager, Student Administration Team Leaders Academic Manager Learning Consultant Team Leader Learning Consultants
Status	Revised
Key Stakeholders	Board of Studies Board of Examiners, Diplomas Director, Diplomas, Associate Director, Learning Teaching and Innovation Deputy Director Team Leaders Academic Manager Learning Consultants Team Leader Learning Consultants Teaching Staff Student Administration Team Students

Approval Body	Diplomas Policy and Procedure Working Group Board of Studies 14 July 2016 Item 5.3
Date Effective	14/07/2016
Next Review Date	14/07/2019
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
3.0	14/07/2016	Board of Studies	Remove procedure documentation and develop a separate procedure document. Include information for Domestic students.
2.0	22/11/2017	Monash College Board of Studies	New policy
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