

## Policy Title

Underload Foundation Year Policy

## Purpose

To establish the circumstances where students may underload enrolment.

## Scope

This policy applies to all Foundation Year Melbourne students during the teaching and examination periods.

## Policy Statement

Students are normally expected to enroll in a minimum of four units per semester.

Underloading is where a student enrolls in fewer than four units in a semester.

Circumstances where a student may underload are as follows.

- a. There is evidence of compassionate or compelling reasons for reducing the load;
- b. A reduced load is part of Foundation Year intervention strategy;
- c. The student has only a few units left to complete and these do not constitute a full-time load;
- d. Pre-requisites are not available in that study period

Students are required to seek approval to underload except when studying in the final semester before completion of Foundation Year.

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 Confirmation of Enrolment.

## Legislation and Standards

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

## Records Management

The Underload Foundation Year Policy is a Level 3 Policy. The latest version 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 Foundation Year Policy for consideration at the time of review.

|  |  |
|--|--|
| <b>Legislation and Standards</b>                       | National Code 2018   |
| <b>Reference Policies and Supporting Documentation</b> | Underload Foundation Year Procedure<br>Academic Progress Policy  |
| <b>Responsibility for Implementation</b>               | Director, Foundation Year  |
| <b>Status</b>  | Revised  |
| <b>Key Stakeholders</b>                                | <ul style="list-style-type: none"> <li>• Director, Foundation Year</li> <li>• Academic Staff</li> <li>• Student Administration Team</li> <li>• Students</li> </ul> |
| <b>Approval Body</b>                                   | Director, Foundation Year, Director, Governance  |
| <b>Date Effective</b>                                  | 19/02/2020   |
| <b>Next Review Date</b>                                | 19/02/2023   |
| <b>Owner<br/>Job Title<br/>Division</b>                | Director, Foundation Year<br>Foundation Year   |
| <b>Procedure Author</b>                                | Academic Governance and Quality Manager  |
| <b>Contact</b>   | Director, Foundation Year  |

## Change History

| Version number | Approval date | Approved by  | Brief outline of changes   |
|----------------|---------------|--|--|
| 2.0            | 24/01/2020    | Director, Governance<br>Director, Foundation<br>Year | Updated to current legislation.<br>Provided definition of underloading.<br>Clarified when students must apply to underload.<br>Detailed circumstances where CoE would be extended. |
| 1.0            | 28/09/2011    |  | New Policy   |