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# STUDENT LOAD MONITORING POLICY

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## SECTION A - INTRODUCTION

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### A.1 Purpose

This policy sets out Eynesbury College's commitment to ensuring its students complete their program within the expected duration as specified in the Confirmation of Enrolment (CoE).

### A.2 Scope

This policy applies to all international students of any of the programs operated by Eynesbury College.

### A.3 Definitions

Word/Term	Definition
Compassionate or compelling circumstances	Circumstances beyond the control of the student that have significantly impacted on the student's well-being or progress
Confirmation of Enrolment	A document issued to a student by an education provider to support and application for a student visa or to prove a student's enrolment
Equivalent full time study load	EFTSL refers to an equivalent full-time student load. Modules are given an EFTSL weighting which indicates how much the module is worth in a normal full-time year
Study load	The amount of study the student is committed to in the current teaching period

### A.4 Acronyms

Abbreviation	Phrase or Word
CoE	Confirmation of Enrolment
EFTSL	Equivalent full time study load
ELICOS	English Language Intensive Course for Overseas Students
HEP	Higher Education Programs
FSP	Foundation Studies Program

## SECTION B - POLICY STATEMENT

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### B.1 Principles

Eynesbury College will monitor students' study load to ensure that they are able to complete their program within the timeframe specified on their CoE and that the study expectations are reasonable and realistic.

### B.2 Policy

#### 1 Module duration/planning

- 1.1** When planning teaching, learning and assessment activities, academic staff will take into account the total time students will need to complete all tasks required to successfully achieve the learning outcomes.

#### 2 Mode of study

- 2.1** All programs are taught face to face with the provision of additional online learning materials if and when necessary. International students are expected to attend face to face classes.

#### 3 Work commitments

- 3.1** International students are permitted to work as detailed in their visa conditions, however, they are obligated to ensure that their work commitments do not unduly impact their study.

#### 4 Study load adjustments

- 4.1** Eynesbury College international students must complete their program within the expected duration of their Confirmation of Enrolment (CoE). Students are required to maintain a full-time study load of 75% -100% (3 or 4 modules) unless they met the criteria in accordance with Section 4.2 of this policy, unless otherwise approved at the discretion of a member of the Academic Directorate.
- 4.2** International students may be allowed to reduce their study load if:
- there are compassionate and compelling circumstances for reducing the load
  - a reduced load is part of an intervention strategy
  - the student has studied, or plans to study, extra modules in another study period (if permitted within their program)
  - the student has less than 75% modules remaining and these do not constitute a full-time load
  - pre-requisite modules are not available in that study period
- 4.3** International students will be advised of the impact that any adjustments to their study load may have to their CoE and may be asked to contact Immigration.

## **5 Higher Education Programs (HEP)**

- 5.1** The registered program duration of all Higher Education Programs delivered by Eynesbury College is 12 months. Diploma programs comprise of three study periods of 12 teaching weeks each, whilst the Graduate Certificate Program comprises of one study period of 15 teaching weeks.
- 5.2** The maximum study load permitted is four modules per study period, however a student may be permitted to study up to five modules in one study period of their program, if:
- The student has demonstrated ability to cope with load of three or four modules (75% or 100%) in a previous study period(s);
  - The student has not failed any module in previous study periods and has consistently maintained a minimum Credit (C) grade in all previously enrolled modules;
  - The student has consistently maintained more than 85% attendance in all enrolled study periods;
  - The student has clear reasoning as to why the higher load is warranted, e.g. to complete their program within the duration of their CoE;
  - The student's application is approved by the Academic Director (or nominee in their absence)
- Students may elect to study fewer modules in a study period, but international students are still required to complete their academic program within the duration of their CoE.
- 5.3** The length, depth and complexity of each module assessment task will reflect the equivalent full time study load (EFTSL) of the module.

## **6 Foundation Studies Program (FSP)**

- 6.1** The registered program duration of the Foundation Studies Program (FSP) is two or three study periods of 12 or 13 weeks each.
- 6.2** The student study load will be monitored to ensure that they are able to complete their program within the timeframe specified on their CoE. A minimum of three module components must be undertaken in each study period.
- 6.3** The FSP program cannot exceed three study periods in duration.

## **7 ELICOS Programs**

- 7.1** The registered duration of programs varies from five (5) to sixty (60) weeks.
- 7.2** Students attend classes for 20 hours per week for the duration of their program and are expected to spend an equivalent amount of time in private study.
- 7.3** Students are enrolled in a program of suitable length at a level appropriate to their English language skills and their academic pathway (if applicable).
- 7.4** There is no provision to vary the study load of ELICOS programs.

## **8 Adjustment of study duration – international students**

- 8.1** CoEs may be extended where there is evidence of compelling or compassionate circumstances which inhibit a student's ability to complete the program within the expected duration.

- 8.2** When a student has been granted an approved deferment or suspension of their studies the duration of their studies may be extended and a new CoE issued.
- 8.3** If a student (excluding ELICOS students) needs to increase their study workload to complete their program by a university entrance date, any adjustment to their study load must be approved by a member of the Academic Directorate. If a student finishes their program earlier than their CoE end date, upon graduation their CoE will be cancelled as an earlier completer.
- 8.4** A CoE extension for an Adelaide University program will be subject to Adelaide University's discretion. Should a package be broken due to one intake per year at Adelaide University, the student may be re-packaged into another Bachelor program within the same discipline at Adelaide University provided the student signs a new signed acceptance and is counselled by a member of the Academic Directorate.
- 8.5** If a student finishes their program earlier than their CoE end date, upon graduation their CoE will be cancelled as an early completer.
- 8.6** ELICOS students are not able to increase their study load to complete their program by a university entrance date. If required to extend their English program, students need to change their university start date and will have new CoEs issued.
- 8.7** Students who gain module credit after commencing their studies will have the duration of their study adjusted accordingly and when they complete their study early their CoE will be cancelled as an early completer.

## 9 Appeals

- 9.1** Students who are dissatisfied with any decision may lodge an appeal in accordance with the **Student Grievances and Appeals Policy**.

## SECTION C - GOVERNANCE

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### C.1 Responsibility

<b>Identification</b>	Student Load Monitoring Policy
<b>Policy Owner</b>	Academic Director Director of Studies
<b>Approving Authority</b>	Senior Leadership Team
<b>Initial Issue date</b>	February 2026
<b>Directory Location</b>	Policies, Eynesbury, Academic Directorate

## C.2 Version Control

<b>Current Version Number</b>	1.0
<b>Date of Effect</b>	02/2026
<b>Review Date</b>	02/2029
<b>Privilege Level</b>	Public

## C.3 Legislative and Organisational Context

<b>Name</b>
<a href="#">ELICOS National Standards</a>
<a href="#">Education Services for Overseas Students (ESOS)</a>
<a href="#">Higher Education Standards 2021</a>
<a href="#">National Foundation Program Standards</a>
<a href="#">The National Code of Practice 2018</a>

## **SECTION D - PROCEDURE**

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### **D.1 Related Procedures**

Student Load Monitoring Procedure

### **D.2 Related Policies**

Student Grievances and Appeals Policy

ELICOS Academic Standing Policy

FSP Academic Standing Policy

HEP Academic Standing Policy