

## Change of Study Load Procedure

Policy Category	Academic		
Policy Owner	IGI General Manager		
Responsible for Implementation	Dean		
Review Date (2 years)	October 2025		
Relevant to	IGI prospective and current students, IGI staff		
Related Documents	Academic Progression Policy Academic Progression Procedure Complaints and Appeals Policy Complaints and Appeals Procedure Enrolment Terms and Conditions		
<b>Version</b>	<b>Authorised by</b>	<b>Approval Date</b>	<b>Effective date</b>
1.1	Academic Board	10 Oct 2023	10 Oct 2023

### 1. Purpose

The Change of Study Load Procedure gives effect to the Enrolment Terms and Conditions in respect to students seeking to change their study load. This procedure ensures that changes of study load requirements and processes are applied fairly, consistently, objectively and are documented.

### 2. Definitions

Item	Definition
<b>Confirmation of Enrolment (CoE)</b>	A document issued by a registered provider to an intending overseas student. It confirms the overseas student's eligibility to enrol in the course and supports their application for a student visa. They are sometimes called eCoE (electronic CoE).
<b>Course</b>	A structured sequence of study undertaken leading to the award of a diploma and degree.
<b>Current student</b>	Students who are enrolled in a course are current until: <ul style="list-style-type: none"> <li>• they complete the course of study.</li> <li>• they withdraw from the course of study.</li> <li>• their enrolment is discontinued, or they are excluded from a course or study at ihGI due to misconduct or other reasons.</li> <li>• they fail to re-enrol in units of the course without approved leave, in which case the student will be regarded as having ceased their course of study.</li> </ul>
<b>International student (or Overseas Student)</b>	A person who is required to hold an Australian student visa for the purpose of study in Australia as defined by the ESOS Act.
<b>Principal course</b>	The main course of study undertaken by an international student, where a student visa has been issued for multiple courses (packaged courses).
<b>PRISMS</b>	The Provider Registration and International Student Management System is used to process information provided to the Secretary of the Department of Education by ihGI in connection with an international student's course enrolment. It is used by ihGI to issue/amend CoEs, extract reports on student visas, etc.

### 3. Scope

This procedure applies to students and to staff who administer change of study load requests.

### 4. Procedure

#### Eligibility requirements

- 4.1. Full-time study load is normally nine credit points per study period for undergraduate courses. Students must apply if they wish to either increase or decrease their study load (i.e. the required number of enrolled subjects).

#### Domestic students

- 4.2. Domestic students may reduce their study load if their course permits part-time study by changing their enrolment by census date. They are not required to follow this procedure.
- 4.3. Domestic students may increase their study load in accordance with paragraph 4.12 of this Procedure.

#### International students

- 4.4. International students on a student visa must be enrolled full-time in each study period in order to complete their course within the duration specified on their Confirmation of Enrolment (CoE).
- 4.5. In limited circumstances, an international student may reduce their study load in a given study period if the student has:
- a. academic difficulties and a reduced load is part of an intervention strategy; or
  - b. compassionate or compelling circumstances including (but not limited to):
    - serious illness or injury affecting a student's ability to study;
    - witnessing or being the victim of a serious crime;
    - bereavement of close family members, such as parents or grandparents;
    - major political upheaval or natural disaster in a student's home country;
    - traumatic upheaval;
    - where IGI is unable to offer a subject due to the structure of the course
- 4.6. International students may increase their study load in accordance with paragraph 4.12 of this Procedure.

#### How to apply

##### Reduced study load

- 4.7. Domestic students do not need to apply to reduce their study load. See paragraph 4.2.
- 4.8. International students seeking to reduce their study load must seek advice from the Registrar in advance of submitting their request.
- 4.9. International students must complete the online Change of Study Load form by census date of the relevant study period and attach supporting documentary evidence. This may include (but is not limited to):
- medical certificate;
  - death certificate
  - police report;
  - evidence of an intervention strategy and proof of ongoing IGI support;
  - for sponsored international students, written approval for the reduced load request from their sponsor.
- 4.10. Supporting documentary evidence submitted in any language other than English must be translated by an official translator certified by the National Accreditation Authority for Translators and Interpreters (NAATI).

- 4.11. International students in their final study period do not need approval to reduce their study load if the course is due to be completed during that study period.

### **Increased study load**

- 4.12. Both domestic and international students may apply to increase their study load by one subject above normal full-time load limits only if:
- the course rules allow;
  - they have not previously failed that subject they are seeking to overload;
  - the application is made after the first two enrolled study periods;
  - they have demonstrated good academic standing in the previous two study periods as determined by IGI.
- 4.13. All students must complete the online Change of Study Load form by census date of the relevant study period.

### **Assessment**

- 4.14. The relevant Course Coordinator assesses the application and any supporting evidence and makes a decision to either approve or reject the application, and informs the Registrar accordingly.
- 4.15. Applications from international students for reduced study load are rejected where IGI determines:
- there is insufficient evidence;
  - there are no compassionate or compelling circumstances;
  - fraudulent supporting documentation was submitted;
  - the academic progress intervention strategy did not include a reduced study load recommendation;
  - there was no sponsor approval for an application from an international sponsored student; or
  - reasons given for the reduced study load were financial or employment related.
- 4.16. Applications for increased study load are rejected if the eligibility requirements in paragraph 4.12 are not met.

### **Outcome**

- 4.17. The Registrar notifies the student in writing within 10 working days of the submission.
- 4.18. For approved applications, the notification includes details of the subjects that may be reduced or increased as applicable.
- 4.19. For rejected applications, the notification includes the reason for the rejection and notice of the student's right to lodge a complaint within 20 working days if they are dissatisfied with the outcome.

### **Recordkeeping**

- 4.20. Change of study load applications are recorded on the student management system. IGI keeps records outcomes for at least two years after the person ceases to be an accepted student.

### **Complaints**

- 4.21. A student may lodge a complaint if he/she believes the change of study load outcome was inconsistent with this procedure. Complaints must be made in accordance with the Complaints and Appeals Policy.

## 5. Roles and responsibilities

- 5.1. Course Coordinators are responsible for assessing and making change of study load decisions.
- 5.2. The Registrar is responsible for administering the implementation and dissemination of this Procedure.
- 5.3. The student is responsible for:
  - providing true and accurate information; and
  - providing authentic and genuine documentation.
- 5.4. IGI is responsible for:
  - ensuring the policy and procedure are easily accessible and publicly available;
  - ensuring procedures are transparent and equitable; and
  - providing timely responses to students.

## 6. References

- Higher Education Standards Framework (Threshold Standards) 2021
- Education Services for Overseas Students Act 2000 (Cth)
- Education Services for Overseas Students Regulations 2019
- The National Code of Practice for Providers of Education and Training to Overseas Students 2018 (The National Code)
- Tertiary Education Quality and Standards (TEQSA) Act 2011 (Cth)

## 7. Document History

Version	Date	Author	Reason	Sections
1.0	Jun 2022	PBL Education	New policy	All
1.1	Oct 2023	IGI	Rebrand and review	All