

Title: Overloading Policy – Coursework Program Enrolments

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SECTION 1 - INTRODUCTION

PURPOSE

To define the conditions under which students are permitted to enrol in additional units to the number specified as the standard enrolment load.

SCOPE

This unit rule applies to students enrolled in coursework programs in the Faculty of Information and Communication Technologies

DEFINITIONS

Word/Term	Definition
Credit points	Unit of study values
Overload	Unit enrolment greater than the standard unit enrolment load.
Standard unit enrolment load	The number of units specified for a given program in a particular semester, term or year period.

SECTION 2 - UNIT RULES

UNIT RULES

1	Standard enrolment load
	<p>Students are required to enrol in no more than the maximum number of units specified for the program.</p> <p>Standard enrolment loads are as follows - Full-time enrolment is 4 units* (50 credit points) per semester for all undergraduate and postgraduate programs with the following exceptions – Bachelor of Information Technology (BIT)</p> <ul style="list-style-type: none">- 5 units (62.5 credit points) per semester- 3 units (37.5 credit points) summer teaching period <p>International students enrolled in the following programs –</p> <ul style="list-style-type: none">• Master of Information Technology (Professional Computing)<ul style="list-style-type: none">- 3 units (37.5 credit points)• Master of Science Network Systems<ul style="list-style-type: none">- 3 units (37.5 credit points)• Master of Technology (Information Technology)<ul style="list-style-type: none">- 3 units (37.5 credit points) <p>Industry Based Learning (including the BIT industry placements)</p> <ul style="list-style-type: none">- no units of study other than the industry based learning unit. <p>* Units with no credit point value are not included.</p>
2	Overload provisions
2.1	Undergraduate and postgraduate with a standard load of 50 credit points per semester programs not including industry based learning enrolment
	<p>A student can request permission to overload providing –</p> <p>2.1.1 Enrolment in and completion of an additional unit of study to the standard enrolment load will fulfil the student's requirements for the award and</p> <p>2.1.2 The student has successfully completed all units of study in the last two teaching periods in which the student was enrolled and</p> <p>2.1.3 The student has achieved a credit mark average for studies completed in their current program of study, inclusive of units of study in the teaching period immediately prior to the teaching period of the proposed overload.</p> <p>Note: Where the student will be enrolled in a project unit of study in the teaching period of the proposed overload and has met the conditions specified above, approval will also be subject to the recommendation of the relevant academic program coordinator.</p>

2.2	Industry based learning enrolment
	<p>A student can request permission to overload, that is, enrol in one unit of study while enrolled for industry based learning providing –</p> <p>2.2.1 It is not in the first six months of the industry based learning placement period. Students enrolled in a six month only placement will not be permitted to study any units. The IBL host organisation manager must also agree to this arrangement.</p> <p>2.2.2 The student has successfully completed the last 8 units of study of their enrolled load and</p> <p>2.2.3 The student has achieved a credit mark average for studies completed in their current program of study, inclusive of units of study in the teaching period immediately prior to the teaching period of the proposed overload.</p> <p>2.2.4 BIT students will only be permitted to study a unit while on industry based learning in their second placement period and then only in the instance where they have failed one unit. This rule is to allow a student to get their program study sequence on track. The IBL host organisation manager must also agree to this arrangement.</p>
2.3	Postgraduate programs with a standard enrolment load 37.5 credit points per semester
	<p>A student can request permission to overload (to 4 units) providing the following apply –</p> <p>2.3.1 The student has not at any time in their postgraduate program been “at risk” of exclusion from their program; nor has their academic progress in their program been unsatisfactory, as per the University Assessment and Appeals – Higher Education policy and procedure definitions of “at risk of exclusion from their program” or “unsatisfactory academic progress”.</p> <p>Note: Where the student will be enrolled in a project unit of study in the teaching period of the proposed overload and has met the conditions specified above, approval will also be subject to the recommendation of the relevant academic program coordinator.</p>
2.4	Application procedure
	<p>2.4.1 Applications to overload must be made in writing to the relevant Student and Programs Coordinator (Postgraduate) or (Undergraduate), in the teaching period prior to the period that the student wishes to overload. The student must specify their proposed unit of study plan.</p> <p>2.4.2 The Students and Programs Coordinator will seek a determination from the Academic Program Coordinator in cases where a student applies to overload but does not fulfil the requirements as outlined in this Unit Rule.</p> <p>2.4.3 Where the request is to overload while enrolled in industry based learning the Students and Programs Coordinator (Undergraduate) will seek IBL host organisation manager endorsement via the Manager, Cooperative Education.</p> <p>2.4.4 The student will be notified within five working days from the date of release of results for the teaching period immediately prior to the teaching period in which the student has requested to overload.</p>

SECTION 3 - RELATED MATERIAL

Related Material

Name	Location	Document Type
University Assessment and Appeals – Higher Education policy and procedure	http://policies.swinburne.edu.au/ppdonline/showdoc.aspx?recnum=POL/2007/9	

SECTION 4 - GOVERNANCE

RESPONSIBILITY

Owner	Deputy Dean
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VERSION CONTROL AND CHANGE HISTORY

Version Number	Approval Date	Approved by	Amendment
1.0	15 October 2009	FAC	