STUDENT OVERLOADING GUIDELINES

Approved by Learning and Teaching Committee: 16 May 2013
Revised by Academic Board: None

1. Purpose

These guidelines provide working procedures for staff and students which:

a) minimise the possibility of student overwork and resultant stress (student welfare is a crucial consideration)

b) offer students flexibility to manage their study loads across the durations of their courses

c) are consistent with ESOS National Code for students on overseas student visas.

2. Scope

These guidelines apply to all students studying at the University of Divinity. These guidelines do not cover accelerated learning programs, whereby Colleges arrange with the Director of Academic Services to implement reduced course durations for cohorts of students.

3. Definition

A student is overloading when s/he enrolls in:

a) more than 60 points of undergraduate units in semesters 1 or 2, or

b) more than 45 points of postgraduate units in semesters 1 or 2.

4. Principles

4.1 An application to overload must be approved by the student’s Coursework Coordinator.

4.2 The student should not be in the first semester of the course.

4.3 The student should have achieved an average of Credit or above in his/her previous studies in the course.

4.4 The student may not overload by more than 15 points in semester 1 or 2.

4.5 A student may take up to 30 points in the summer study period. The student may take no more than two units in the summer period, and may take two units only if the teaching times for those units are completely discrete.

4.6 A student may not take more than 15 points of study during the winter study period.
4.7 A student completing an undergraduate award and commencing a postgraduate award in the same semester may not enrol in more than 45 points in that semester.

4.8 An intensive unit whose start or end date including assessment period falls within the standard semester dates is considered a unit in that semester.

4.9 An overseas student visa holder may apply to overload under the conditions stipulated above. The student must finish within the expected duration as stated in the Confirmation of Enrolment.

5. Procedures

5.1 A student must formally apply to overload on the Overload Application Form. Such a student must consult and receive approval from the Coursework Coordinator before applying for an overloaded enrolment.

5.2 The Coursework Coordinator must advise the student that:

a) The student cannot use overloading as a reason to obtain special consideration in the semester in which s/he is overloading

b) The student must continue to make satisfactory progress when overloading.

5.3 The student is to complete and sign the Overload Application Form and submit it to the Coursework Coordinator for approval.

5.4 On approval or rejection of the overload application, the Coursework Coordinator must complete and sign the appropriate section of the Overload Application form.

5.5 The completed Overload Application form is stored on the student’s file at the home College, and a copy is provided to the student.

5.6 The Coursework Coordinator must determine the eligibility of each student to overload. If unable to make a decision, the Coursework Coordinator may consult with the Director of Academic Services.

5.7 The Learning and Teaching Committee may consider reviewing the course structure for any course with a high number of overload applications.