Guidelines to RMIT Business Students
- Overloading

The maximum course load per normal semester is as follows:

<table>
<thead>
<tr>
<th>Status</th>
<th>Courses</th>
<th>Credit Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Time</td>
<td>4 courses + 1 Context Curriculum course</td>
<td>52</td>
</tr>
<tr>
<td>Part Time</td>
<td>2 courses + 1 Context Curriculum course</td>
<td>28</td>
</tr>
</tbody>
</table>

What is course overload?
Course overload enrolment is where the student undertakes (and gains credit for) an additional course or courses over the prescribed maximum for the Program during a normal academic year. For a full time student this means the undertaking of more than 8 courses during a normal academic year and for a part time student this means more than 4 courses during an academic year. Note: A part time student ceases to be part time if their course load is 5 courses or above for the academic year.

Student Course Overloading Guideline
(Approved Business Board: meeting 8/02- October 2002)

Other than in the circumstances set out below a full time student cannot undertake more than the prescribed maximum of courses during normal Semesters 1 and 2.

- Note: A part time student cannot undertake additional courses and therefore change their status to full time unless the prior written permission from the Program Leader has been given. Approval is not guaranteed and is dependent on availability of places.

Exceptions:
The only exceptions to the above guideline are:

- Where the course is their final course and would enable the student to complete their program. Only one additional course is allowed.
- At the discretion of the Program Co-ordinator where a student is in their co-operative year and wishes to enrol in a course in order to “catch up” their program permission to overload can be given. It is preferred that this additional course is not undertaken during the co-operative period unless the employer consents. It is preferred that it be undertaken during summer school (if available) if possible.
- Courses undertaken outside of the normal Semesters 1 and 2.

This guideline applies to higher education students (both undergraduate and post graduate) only.

Where a student is seeking to overload the following procedures apply:

Local Students (HECS and Full Fee Paying)

If you are a local student (HECS or Full Fee Paying) wishing to overload in accordance with the above guideline you must first seek approval from your Home School. If permission is granted to overload, you enrol in the extra course as normal i.e. by submitting an Enrolment Variation Form from Business Online (Level 3) or from your School adding the approved overload course to your enrolment.
International Students

If you are an international student and wish to overload in accordance with the above guideline you must first seek approval from your Home School. If permission is granted to overload, you may enrol in the course by submitting an Enrolment Variation Form from Business Online (Level 3) or from your School adding the approved overload course to your enrolment.

Why do we need a guideline?
There are 2 primary reasons for the guideline – student academic management and resource management.

Firstly, the Faculty needs to ensure that you are placed in the best position to successfully complete your Program. The maximum program load has proven over time to be the optimum load to enable you to carry out all the tasks associated with your program and complete it over the prescribed period. Course overloading creates a number of risks to you especially if you have failed courses in a previous semester. Some of those risks are – inability to complete all requirements of a course due to the excessive workload, the possibility of conflicts in the exam timetable which of itself is not grounds for special consideration and yet may result in you failing a course. We believe that is in your long-term interests to provide guidelines as to how to manage your Program workload.

The second reason for this guideline is the impact of course overloading on the Faculty's resources—human and physical. Such an impact, if not properly managed, can significantly affect the student experience. RMIT Business receives funding from a range of sources to enable it to deliver high quality education. The basic unit of funding from the government is the Equivalent Full Time Student Unit (“EFTSU”). The Portfolio is allowed to enrol a certain number of EFTSU each year. EFTSU is calculated using the number of courses being undertaken in that year and dividing that by the figure 8 – the normal program load. Every 8 courses equates to one EFTSU. All EFTSU units over and above the target are in effect taught for “free” – therefore this number needs to be kept within tolerable levels. If a student overloads this has an impact in a number of areas: each 8 additional courses taught adds an extra EFTSU and our profile could be affected by showing us as over enrolled which may have a funding consequence. Additionally, classes become larger as more students undertake courses and our staffs’ ability to service your needs are consequently diminished and your access to staff is similarly diminished. Applications to overload also add to the administrative load and cost needed to support the student experience as each request must be processed, assessed and recorded. The assessment process may involve significant interaction with the student concerned - this additional workload impacts on the provision of other student services.

This guideline supersedes all other Portfolio policy and procedures on this matter.
The guideline comes into effect for Semester 2 2003.

Authorised by:

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