

Purpose	The purpose of this policy is to establish the expected workload for a student in any given term and unit at BPP Institute.
Scope	This policy applies to all students.
Policy Principles	<p>1. General</p> <p>1.1. This policy defines the normal expected workload for a full-time student studying at BPP Institute. In any given study period (except for a non-required term such as the summer session) a full-time study load is defined as two units of study for an undergraduate term and four units of study for a postgraduate term.</p> <p>1.2. BPP Institute runs four compulsory undergraduate terms each year and two compulsory postgraduate semesters each year. Students can also study additional units during non-compulsory study periods, such as during Summer.</p> <p>1.3. Students may be allowed to overload in any given study period on a case-by-case basis assessed by the Dean or delegate. The maximum number of units that a student can study in any given term is the number articulated as a full-time study load plus one.</p> <p>1.4. Students may be allowed to underload as part of an Intervention Strategy, for compelling and compassionate circumstances, if they do not have the sufficient pre-requisites for a full-load of study, or as a final unit, on a case-by-case basis assessed by the Dean or delegate. Cross-institutional or non-award students may study one unit in a study period without prior Dean's approval.</p> <p>1.5. A student who underloads should be prepared to study the underloaded unit in a future study period, especially in a non-compulsory study period such as Summer Term, and is advised to seek advice from the Department of Home Affairs (DoHA) on the potential impact on their student visa.</p> <p>2. Workload Per Unit</p> <p>2.1. Each unit of study equates to approximately 150 hours of student engagement and learning for a student new to the course content and who meets the entry requirements for the qualification.</p> <p>2.2. The distribution of those 150 hours is described in each of the unit outlines but in general comprises a combination of: lectures, tutorials, lectorials, seminars, online activities, term-based</p>

STUDENT WORKLOAD POLICY

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	<p>assessment tasks, work-based learning activities, class presentations, self-study and examinations.</p> <p>2.3. The minimum face-to-face engagement requirement for all units (except online units) is 20% of the total allocated workload hours, i.e. a minimum of 30 hours per unit. In order to meet the learning outcomes, students are expected to undertake the additional hours in study time and completing assessments.</p> <p>2.4. The equivalent time is expected in direct engagement for any online unit, such as in online discussion forums in place of attending face-to-face classes.</p>
Related Documents	Assessment Policy Student Workload Procedure Attendance and Academic Progress Procedure Unit Outline Policy Unit Outline Appendix
<i>For Administrative Use Only</i>	
Responsible Officer	Dean
Contact Officer/s	Dean
Approved by	Academic Board
Definitions	See BPP Institute`s Glossary of Terms and Acronyms

<i>Version History</i>		
Version No.	Approval Date	Amendment/s
1.	May 2025	First iteration <ul style="list-style-type: none">• For BPP Institute