

# Student Workload Policy



## Purpose

The purpose of this policy is to provide a guide to the time that a Higher Education student of average ability would be expected to put into a subject in order to progress.

## Scope

This policy applies to all Students for School of Contemporary Music courses.

## Policy

Workload refers to the time to which each student is notionally committed. School of Contemporary Music uses the allocation of credit points to define its course requirements and also to provide guidance to students on what is a reasonable workload in each teaching period. In general, 1 credit point should equate to 1 hour of student work per week. A 'full-time' study load is 40 credit points which is usually expected to amount to about 40 hours of study per week. This study time could include:

- lectures;
- additional required seminar or tutorial time;
- preparation time for class and other formal settings, allowing a student to engage to best effect;
- out of class time, including access to libraries, student-to-student interaction for learning purposes, etc;
- preparation for and execution of required assessments;
- such personal and course administration time as directly relates to the demands of a particular subject.

This study time does not include orientation or other such general School of Contemporary Music activities which do not specifically relate to a particular subject. A coursework subject taught across a normal 15-week term (including 14 teaching weeks and one exam week) is generally accorded the weighting of 10 credit points, resulting in a credit point being the equivalent of one hour of weekly workload. These may be varied around the load norms described in the following table, depending on the course of study, mode of offer, and pedagogical approaches taken:

	Standard
1. Lectures	2
2. Additional required seminar or tutorial time	1
3. Preparation time for class and other formal settings, allowing a student to engage to best effect	1
4. Out of class time, including access to libraries, student-to student interaction for learning purposes, etc	1
5. Preparation for and execution of required assessments	4
6. Such personal and course administration time as directly relates to the demands of a particular unit.	1
Total Hours	10

Where lecture hours are reduced (e.g. in intensives), assessment levels will be increased according to the School of Contemporary Music Assessment Workload Calculator.

A student can enrol in up to 40 credit points a term without formal approval. If a student wishes to enrol in more than 40 credit points in one term (incorporating two terms), this request must be submitted to the relevant Director who will in turn submit this to the Student Affairs.

Student Affairs will make a decision regarding the request and advise the student of the outcome.

In the event that a student enrolls in 40 credit points over three terms then their candidate period may be compressed to the minimum period. It is noted that this provision is for extraordinary circumstances and this provision is included as an affirmation of a self-directed learner. This provision should not affect the learning outcomes of the subjects or the course as all the learning outcomes and assessments would need to be met.

### Monitoring of Workloads

Director must ensure that procedures for the monitoring of workloads are in place, as part of the normal course and subject monitoring and review processes.

Responsible for implementation  
Chair, Academic Administration

Key stakeholders  
All staff and students

**Policy owner:** Chair, Academic Administration  
**Policy category:** Academic: Academic Administration  
**Policy status:** Approved  
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