

# STUDENT WORKLOAD POLICY

Reference: POL-045  
Status:  
Classification: Academic  
Approved Date:  
Review Date: Dec 2025  
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<b>Purpose</b>	The purpose of this policy is to establish the expected workload for a student in any given term and unit at BPP Institute.
<b>Scope</b>	This policy applies to all students.
<b>Policy Principles</b>	<p><b>1. General</b></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><b>2. Workload Per Unit</b></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 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,</p>

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CRICOS Provider No. 01718J

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	<p>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>
<b>Related Documents</b>	Assessment Policy Student Workload Procedure Attendance and Academic Progress Procedure Unit Outline Policy Unit Outline Appendix
<b>For Administrative Use Only</b>	
<b>Responsible Officer</b>	Dean
<b>Contact Officer/s</b>	Dean
<b>Approved by</b>	Academic Board
<b>Definitions</b>	See <a href="#">BPP Institute's Glossary of Terms and Acronyms</a>

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

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