

Credit Point and Student Workload Policy

Scope

This policy is applicable to Kaplan Higher Education Pty Ltd, trading as Murdoch Institute of Technology (“School”). The Policy applies to all higher education courses and units delivered at the School.

Purpose

This policy sets out the approach to be followed when determining the credit point value and student workload allocation for the School’s units and courses.

Definitions

Term	Definition
Credit Point value	The number of credit points required to successfully complete a unit or course. In the case of unit credit points, they are also known as ‘unit value.’
Learning Activity	A learning activity may include: pre-lecture weeks' reading; participation in lectures and tutorials; participation in laboratory sessions; online learning activities; research; work on individual and team projects; writing essays; problem-solving and project work; individual consultation; preparation for tests and examinations; and taking tests and examinations.
Workload	The minimum number of hours an average student needs to allocate to learning activities to enable successful achievement of the learning objectives of that unit or course.

Policy Statements

Credit Point Value

The School assigns credit point values to each higher education unit and course it offers. Each unit at the school has a credit point value of three (3) points. Any variation to these credit points must be submitted to the Academic Board.

Workload

The standard full time work load for a study period is 12 credit points but may vary depending on the course of enrolment. The School determines and communicates the full time study workload full time students are expected to undertake. Generally, a full time student’s annual workload can be calculated as follows:

$$\text{Annual Student workload (in credit points)} = \frac{\text{Course credit point total}}{\text{Course's length of study in years.}}$$

Similarly, a full time student's expected workload for each study period can be calculated as follows:

$$\frac{\text{Annual Student workload (in credit points)}}{\text{Number of Study periods (3 in the case of MIT)}}$$

International students are expected to maintain a full time work load as part of their visa conditions, with limited exceptions.

Version Control and accountable officers

It is the joint responsibility of the Implementation Officer and Responsible Officer to ensure compliance with this policy.

Policy Category	Academic			
Responsible Officer	Vice President, Academic			
Implementation Officer	College Director or equivalent			
Review Date	December 2020			
Approved by				
Vice president Academic on behalf of the KHE Academic Board				
Version	Authored by	Brief Description of the changes	Date Approved:	Effective Date:
1.0	Quality & Standards Group	Unpacking of one document into existing document	01.01.2014	01.01.2014
1.1	Quality & Standards Group	Format and wording changes to align across all businesses	22.05.2015	15.06.2015
2	Academic Quality and Governance Team	Policy retitled and the School's approach to credit points and student workload clarified and aligned across Kaplan businesses.	10.03.2016	17.03.2016
2.1	Academic Quality and Governance Team	Policy revised for currency. Clarifications made to specify the credit point value in operation at MIT and how to calculate a full time student's workload for each study period.	5.12.2017	20.12.2017
2.2	Academic Quality and Governance Team	Changed subjects to units	13.06.2018	13.06.2018