



Higher Education Student Workload Policy

Effective Date: 2023.08.22

Last Reviewed: 2023.08.22

Version: v1.1 2026.06.03

1. Purpose

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

2. Scope

HE students

3. Policy

- 3.1. Workload refers to the time to which each student is notionally committed. Alphacrucis University College (AC) uses the allocation of credit points to define its HE 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:
- a. lectures;
 - b. additional required seminar or tutorial time;
 - c. preparation time for class and other formal settings, allowing a student to engage to best effect;
 - d. out of class time, including access to libraries, student-to-student interaction for learning purposes, etc;
 - e. preparation for and execution of required assessments;
 - f. such personal and course administration time as directly relates to the demands of a particular subject.
- 3.2. This study time does not include orientation, chapel or other such general AC activities which do not specifically relate to a particular subject. A coursework subject taught across a normal 13-week semester (including 12 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**

- 3.3. Where lecture hours are reduced (e.g. in intensives), assessment levels will be increased according to the AC Assessment Workload Calculator.
- 3.4. A student can enrol in up to 50 credit points a semester without formal approval. If a student wishes to enrol in more than 50 credit points in one semester (incorporating two terms), this request must be submitted to the relevant Program Director (or equivalent) who will make the decision in consultation with the Head of School. The program director will advise the student of the outcome in writing and record in the Student Management System (Quercus).
- 3.5. In the event that a student enrolls in 50 credit points over four semesters 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.

3.6. Monitoring of Workloads

- 3.6.1. Program Directors (or equivalent) must ensure that procedures for the monitoring of workloads are in place, as part of the normal course and subject monitoring and review processes.

4. Responsible for Implementation

- 4.1. Chair, Quality Assurance Committee.

5. Related AC Policies or Documents, Standards and Legislations**5.1. AC Policies or Documents**

- 5.1.1. Assessment Policy;
- 5.1.2. Support for Students Policy Framework.

5.2. Relevant Standards and Legislation

- 5.2.1. Higher Education Standards Framework Part A: 1.3.2.

6. Review and Revision

This policy will be reviewed by the Chair, Quality Assurance Committee on a regular basis in accordance with the Policy Development and Review Policy. Any proposed changes will be tabled at the Quality Assurance Committee for endorsement and Academic Board for approval. Revisions will be communicated to all relevant stakeholders upon approval.

7. History of Approval and Amendments

Policy owner	Chair, Quality Assurance Committee
Policy category	Academic: Academic Administration
Policy status	Approved
Approval Body	Academic Board
Endorsement Body	Quality Assurance Committee
Approval Date	2023.08.22
Last Review Date	2023.08.22



History of Policy Amendments	
V1 2023.08.22	Initial policy
V1.1 2026.06.03	New Template

Add a new row for each version of the policy. Do not remove previous changes.

Appendices

N/A