

STUDY LOADS FOR INTERNATIONAL STUDENTS

If you are studying with Kaplan on a student visa you are required to undertake a full-time study load and complete your course within the expected duration shown on the Confirmation of Enrolment (CoE). This condition does not apply to other visa holders, domestic or online students.

Kaplan has five intakes per year:

- Trimester 1 – commences in March of each year
- Trimester 2 – commences in July of each year
- Trimester 2X - commences in September of each year
- Trimester 3 – commences in November of each year
- Trimester 3X - commences in December of each year.

The start date for each trimester is outlined in our Academic Calendar.

The table below outlines the annual full time study loads for each course and excludes course transfers in T2 and T3. Course transfers are considered new enrolments and may affect expected course duration. Please speak with the Student Experience Team at your campus for more information.

Please note these study loads are based on satisfactory progression through the course, therefore a higher load may be required in Trimester 3 if satisfactory academic progress is not maintained.

UNDERGRADUATE STUDENTS

DIPLOMA COURSES

If you are undertaking a Diploma course with Kaplan, you are required to study 8 subjects over a one-year period. Your study load will be as follows:

- Trimester 1 – 3 subjects
- Trimester 2 – 3 subjects
- Trimester 3 – 2 subjects*

* You will be required to complete 3 subjects in Trimester 3, if:

- a) it is your first year and you commenced your studies in T2X or T3 OR
- b) if you have not satisfactorily progressed in Trimester 1 or Trimester 2.

BACHELOR COURSES

If you are undertaking a Bachelor course with Kaplan, you are required to study 24 subjects over a three-year period, or 8 subjects/year. Your study load will be as follows:

- Trimester 1 – 3 subjects
- Trimester 2 – 3 subjects
- Trimester 3 – 2 subjects*

* You will be required to complete 3 subjects in Trimester 3, if:

- a) it is your first year and you commenced your studies in T2X or T3 OR
- b) if you have not satisfactorily progressed in Trimester 1 or Trimester 2.

POSTGRADUATE STUDENTS

GRADUATE CERTIFICATE IN BUSINESS ADMINISTRATION

If you are undertaking a Graduate Certificate in Business Administration course with Kaplan, you are required to study 4 subjects over two trimesters, that is 2 subjects per trimester for two trimesters, irrespective of which trimester you commence with us.

GRADUATE CERTIFICATE IN BUSINESS ANALYTICS / GRADUATE CERTIFICATE IN ACCOUNTING / GRADUATE CERTIFICATE IN INFORMATION TECHNOLOGY

If you are undertaking a Graduate Certificate in Business Analytics, a Graduate Certificate in Accounting or a Graduate Certificate in Information Technology with Kaplan, you are required to study 4 subjects over two trimesters, that is 3 subjects in your first trimester and 1 subject in your second trimester.

GRADUATE DIPLOMA OF BUSINESS ADMINISTRATION

If you are undertaking a Graduate Diploma of Business Administration course with Kaplan, you are required to study 8 subjects over four trimesters, irrespective of which trimester you commence with us. Your study load will be 2 subjects per trimester.

MASTER OF PROFESSIONAL ACCOUNTING / MASTER OF BUSINESS ANALYTICS / MASTER OF INFORMATION TECHNOLOGY

If you are undertaking a Master of Professional Accounting, a Master of Business Analytics or a Master of Information Technology with Kaplan, you are required to successfully complete 12 subjects over a five trimester period. Your study load will be as follows:

- Trimester 1 – 3 subjects
- Trimester 2 – 3 subjects
- Trimester 3 – 2 subjects*

* You will be required to complete 3 subjects in Trimester 3, if:

- a) it is your first year and you commenced your studies in T2X or T3 OR
- b) if you have not satisfactorily progressed in Trimester 1 or Trimester 2.

GRADUATE DIPLOMA OF BUSINESS ANALYTICS / GRADUATE DIPLOMA OF INFORMATION TECHNOLOGY

If you are undertaking a Graduate Diploma of Business Analytics or a Graduate Diploma of Information Technology with Kaplan, you are required to study 8 subjects over a one-year period. Your study load will be as follows:

- Trimester 1 – 3 subjects
- Trimester 2 – 3 subjects
- Trimester 3 – 2 subjects*

* You will be required to complete 3 subjects in Trimester 3, if:

- a) it is your first year and you commenced your studies in T2X or T3 OR
- b) if you have not satisfactorily progressed in Trimester 1 or Trimester 2.

MASTER OF BUSINESS ADMINISTRATION

If you are undertaking a Master of Business Administration course with Kaplan, you are required to successfully complete 12 subjects over a two-year period, or 6 subjects/year, irrespective of which trimester you commence with us. Your study load will be 2 subjects per trimester.

MASTER OF ACCOUNTING

If you are undertaking a Master of Accounting course with Kaplan, you are required to successfully complete 16 subjects over a two-year period, or 8 subjects/ year. Your study load will be as follows:

- Trimester 1 – 3 subjects
- Trimester 2 – 3 subjects
- Trimester 3 – 2 subjects*

* You will be required to complete 3 subjects in Trimester 3, if:

- a) it is your first year and you commenced your studies in T2X or T3 OR
- b) if you have not satisfactorily progressed in Trimester 1 or Trimester 2.

STUDY LOADS FOR INTERNATIONAL STUDENTS

MASTER OF BUSINESS ANALYTICS (INFORMATION TECHNOLOGY) MASTER OF BUSINESS ANALYTICS (EXTENSION) / MASTER OF INFORMATION TECHNOLOGY (EXTENSION)

If you are undertaking a Master of Business Analytics (Information Technology), a Master of Business Analytics (Extension) or a Master of Information Technology (Extension) with Kaplan, you are required to successfully complete 15 subjects over a two-year period. Your study load will be as follows:

Trimester 1 – 3 subjects

Trimester 2 – 3 subjects

Trimester 3 – 2 subjects*

* You will be required to complete 3 subjects in Trimester 3, if:

- it is your first year and you commenced your studies in T2X or T3 OR
- if you have not satisfactorily progressed in Trimester 1 or Trimester 2.

COMPULSORY TRIMESTERS

All of our trimesters are compulsory trimesters. You are required to undertake the normal full-time study load (as outlined above) for each of these trimesters, as well as studying at least one subject face-to-face. The exceptions to this are Trimester 2X and Trimester 3X, where the study load is only one subject (see below).

TRIMESTERS 2X AND 3X

Kaplan Business School's Trimester 2 Accelerated, known as T2X, and Trimester 3 Accelerated, known as T3X, are complete but fast-tracked trimesters. They are delivered over a 6-7 week teaching duration. Key information for those students starting with us in T2X or T3X:

- A full-time study load for this trimester is just one subject, regardless of your course.
- It is delivered on-campus only.
- Subject offerings are limited.
- Trimester 2X and Trimester 3X are only available to new students.
- Trimester 2X and Trimester 3X students will have to overload in a future trimester to complete the course within their COE duration.

SUMMER STUDY BREAK

You may be eligible to apply for a break in your studies for Trimester 3 of the Kaplan Academic Calendar if you have met the following conditions:

- You have successfully completed your annual, full-time study load in your course in Trimesters 1 and 2 in the same academic calendar year; and
- You have not transferred to a new course in T2 or T3 in the same academic calendar year; and
- You will complete your course within your current CoE duration (without extension); and
- You are progressing satisfactorily through your course; and
- You have no outstanding fees owing to Kaplan and/or any unreturned library resources.

If you meet these requirements, you may apply for a Trimester 3 summer study break, using the Application for Reduced Study Load in the student portal. The Student Experience Team at your campus can advise you on the process. Please remember: You are still required to complete your course within the length of your CoE.

A summer study break will only be granted for Trimester 3 of the Kaplan Academic Calendar year and students will be expected to resume studies in Trimester 1 of the following year.

FAST TRACKING

Students at Kaplan often choose to fast track their studies in order to complete their course in a shorter time than the normal full-time study load.

If you wish to undertake this option, there are a few things you need to consider:

- In the first trimester of your course it is recommended that you not undertake more subjects than what is required for a normal full-time study load;
- You must always undertake the minimum number of subjects as listed above for Trimesters 1 and 2 unless you fall into one of the categories listed in the Under-Loading section below; and
- If you have successfully completed more than the full-time study load requirements for Trimesters 1 and 2, you are allowed to reduce the number of subjects accordingly in Trimester 3.

For example, if you are studying a Bachelor of Business course, and you have successfully completed 7 subjects in Trimesters 1 and 2, then you are only required to undertake 1 subject in Trimester 3.

All of the above need to fit in with the study plan recommended to you by the Student Experience Team at your campus.

UNDER-LOADING

There are only a few exceptions where you are allowed to take fewer subjects for your course than those indicated as a full-time study load as detailed above. These are:

- If it is the last trimester of your course; or
- For compelling and compassionate reasons; or
- If the subjects you need to complete your course are not being offered that trimester and you can still finish within the duration of your CoE.

All of the above are subject to approval by the relevant manager at Kaplan.

Further details regarding study loads can be found in our Academic Success Policy and Changes to Enrolment Policy or by speaking with the Student Experience Team at your campus.

Privacy: Kaplan Business School collects personal information about you for the purposes of administering your enrolment in your chosen education course(s) or program(s) of study. We may not be able to process your request if you do not provide all of the information requested on this form. We may disclose personal information about you in accordance with our **Privacy Policy** including to your education agent, and to the Australian government as required or authorised by law. Our Privacy Policy contains detailed information about how you can access and correct the personal information we hold about you, or make a privacy complaint. You may contact the Privacy Officer at privacy@kaplan.edu.au for more information.

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