

# STUDY LOADS FOR INTERNATIONAL STUDENTS

If you are studying with Kaplan under a student visa you are required by Australian law to undertake a full-time study load. This condition does not apply to other visa holders, domestic or online students.

Kaplan has three intakes per year:

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

## 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, irrespective of which trimester you commence with us. Your study load will be as follows:

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

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

\*If you have not progressed satisfactorily in Trimesters 1 and 2, you will be required to undertake an increased study load in Trimester 3, similar to that of Trimesters 1 and 2, to ensure you have completed a full-time study load for the calendar year.

### 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, irrespective of which trimester you commence with us. Your study load will be as follows:

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

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

\*If you have not progressed satisfactorily in Trimesters 1 and 2, you will be required to undertake an increased study load in Trimester 3, similar to that of Trimesters 1 and 2, to ensure you have completed a full-time study load for the calendar year.

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

### 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 a one-year period, irrespective of which trimester you commence with us. Your study load will be as follows:

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

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

\*If you have not progressed satisfactorily in Trimesters 1 and 2, you will be required to undertake an increased study load in Trimester 3, similar to that of Trimesters 1 and 2, to ensure you have completed a full-time study load for the calendar year.

### GRADUATE CERTIFICATE IN ACCOUNTING

If you are undertaking a Graduate Certificate in Accounting with Kaplan, you are required to study 4 subjects over two trimesters, that is 3 subjects in the first trimester and 1 subject in the second trimester, irrespective of which trimester you commence with us. The start date for each trimester is outlined in our Academic Calendar.

### 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 would be as follows:

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

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

### MASTER OF PROFESSIONAL ACCOUNTING

If you are undertaking a Master of Professional Accounting course with Kaplan, you are required to successfully complete 12 subjects over a four trimester period, that is 3 subjects per trimester for four trimesters, irrespective of which trimester you commence with us. Your study load will be as follows:

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

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

### 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, irrespective of which trimester you commence with us. Your study load will be as follows:

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

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

\*If you have not progressed satisfactorily in Trimesters 1 and 2, you will be required to undertake an increased study load in Trimester 3, similar to that of Trimesters 1 and 2, to ensure you have completed a full-time study load for the calendar year.

## COMPULSORY TRIMESTERS

Trimesters 1 and 2 of each year are compulsory trimesters. You are required to undertake the normal full-time study load (as outlined above) for each of these trimesters.

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## 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 yearly, full-time study load in your course in Trimesters 1 and 2 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, then Trimester 3 is considered to be a non-compulsory study period, and you may apply for a summer break, using the Application for Reduced Study Load form. The Student Experience Team at your campus can advise you on the process. You will not be required to pay a tuition fee if your summer break application is granted. 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 in Trimester 1 and Trimester 2 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](mailto:privacy@kaplan.edu.au) for more information.

Return this form to your Kaplan Business School Student Experience Team:

### Adelaide

Level 1, 68 Grenfell Street  
Adelaide SA 5000  
Tel: +61 (0)8 8215 4100  
Email: [adelaide@kbs.edu.au](mailto:adelaide@kbs.edu.au)

### Brisbane

Ground Floor, 369 Ann Street  
Brisbane QLD 4000  
Tel: +61 (0)7 3872 3800  
Email: [brisbane@kbs.edu.au](mailto:brisbane@kbs.edu.au)

### Melbourne

Level 4, 370 Docklands Drive  
Docklands, Melbourne VIC 3008  
Tel: +61 (0)3 9626 4576  
Email: [melbourne@kbs.edu.au](mailto:melbourne@kbs.edu.au)

### Sydney

Level 8, 540 George Street  
Sydney NSW 2000  
Tel: +61 (0)2 8248 6758  
Email: [sydney@kbs.edu.au](mailto:sydney@kbs.edu.au)