

TIME LIMIT FOR COMPLETION OF AN AWARD COURSE POLICY

Approving authority	Academic Board
Purpose	This policy outlines the maximum time limits for students to complete an award course
Responsible Officer	Academic Dean
Next scheduled review	June 2021
Document Location	http://www.oxford.edu.au/higher-education/policies-and-procedures/
Associated documents	Completion within Expected Duration Policy and Procedure Academic Progress Policy and Procedure Deferring, suspending or cancelling a student's enrolment Policy & Procedure

1. PRINCIPLES

Oxford Institute of Higher Education (hereafter referred to as “the Institute”) monitors the workload of students to ensure they complete their course within the time limits specified in this policy.

2. SCOPE

This policy applies to domestic students and only to international students to the extent that the time limits in this policy do not exceed the expected duration of study specified in an international student's CoE.

3. POLICY

3.1 The maximum period for satisfying the requirements for completion of a course is specified in section 3.2. The period refers to elapsed calendar years starting from the year in which credit was first achieved in the course and is inclusive of periods of leave of absence, discontinuation or exclusion.

3.2 Maximum period for completing a course:

Diploma	3 years
Degree	10 years

3.3 On application from the student, the Academic Board may grant an extension of the maximum period for completing the course where the Board is satisfied that exceptional circumstances affected the student's progress in the course and that the student has an expectation of completing the course within a reasonable period.

4. QUALITY ASSURANCE

To ensure that this policy is fit for purpose and meets the requirements of the HES Threshold Standards the policy will be;

- 4.1 internally endorsed by the Executive Management Team on development or review, prior to approval by Governing Board, or the Academic Board or other delegated authority;
- 4.2 externally reviewed as part of any independent review of the HES Threshold Standards approved by the Governing Board;
- 4.3 internally reviewed by the Responsible Officer every three years from the date of approval (if not earlier).
- 4.4 referenced to the applicable HES threshold Standard and/or other legislation/regulation.

5. FEEDBACK

Feedback and comments on this policy are welcomed by the listed Responsible officers of the Institute.

6. VERSION CONTROL

Version	Date approved	Description	Approved by
1.0	19 May 2014	Initial issue	AB
2.0	5 June 2018	Internal Review Reflecting the requirements of the HESF standards and changes in academic leadership structure	AB
Related legislation/ regulation/standard	HES Threshold Standards (2015) 1.4 (Learning Outcomes and Assessment)		