

## TIME LIMIT FOR COMPLETION OF AN AWARD COURSE POLICY

<b>Approving authority</b>	Academic Board
<b>Purpose</b>	This policy outlines the maximum time limits for students to complete an award course
<b>Responsible Officer</b>	Academic Dean
<b>Next scheduled review</b>	September 2026
<b>Document Location</b>	<a href="http://www.ozford.edu.au/higher-education/policies-and-procedures/">http://www.ozford.edu.au/higher-education/policies-and-procedures/</a>
<b>Associated documents</b>	Academic Appeals Policy and Procedure Academic Progress Policy and Procedure Completion within Expected Duration Policy and Procedure Course and Unit Development, Approval and Review Policy and Procedure Deferring, Suspending or Cancelling a student’s enrolment Policy and Procedure Student Grievances and Appeals Policy and Procedure Student Support and Services Policy and Procedure

### 1. PRINCIPLES

Ozford 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 all staff and to all students.

This policy only applies to overseas 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 Confirmation of Enrolment (CoE).

### 3. DEFINITIONS

#### ***Confirmation of Enrolment (CoE)***

The Confirmation of Enrolment (also called a CoE) is an official statement from the Institute via PRISMS that lists the student’s details, course and the start and end dates of the course.

The Confirmation of Enrolment (COE) is an official document issued to international students by universities and other education providers in Australia. It confirms that the student has accepted a place in a course and has paid required tuition fees and Overseas Student Health Cover (OSHC). The COE is required by the Department of Home Affairs for the purpose of issuing a student visa.

#### ***Compassionate and compelling***

Compassionate or compelling circumstances are generally those beyond the control of the student and which have an impact upon the student’s course progress or wellbeing. These could include, but are not limited to:

- serious illness or injury where a medical certificate states that the student is unable to attend class;
- bereavement for the death of close family members such as parents or grandparents (documented evidence must be provided);

- serious illness, accident or family incident which requires immediate travel which has impacted the student to studies;
- the inability to begin study on the course commencement date stated on the CoE due to delay in receiving a student visa if relevant;
- major political upheaval or natural disaster in the home country requiring their immediate travel and this has impacted on the student’s studies;
- a traumatic experience supported by police or psychologist’s reports which could include but is not limited to:
  - involvement in or witnessing of an accident; or
  - a crime committed against the student; or
  - the student being a witness to a crime and this has impacted on the student.

Notes:

- misreading the examination timetable, examination anxiety or returning home will not be accepted as Compassionate and Compelling circumstances;
- religious or faith-based issues are not in themselves grounds for special consideration. However, they may be used in support of an application that meets the Compassionate and Compelling circumstances set out above.

***Time Limits***

Time limits are the maximum time allowed for a student to complete a course. The maximum period is the 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.

**4. POLICY**

4.1 The Institute sets a time limit or a maximum period for satisfying the requirements for completion of all course levels, based on sectoral norms, professional accreditation requirements, and the AQF.

4.2 The Maximum period for completing each course level is as follows:

Course Level	Maximum Time
Diploma	3 years
Bachelor Degree	10 years
Graduate Certificate	3 years
Graduate Diploma	3 years
Master Degree	7 years

4.3 The Maximum period for completing each course level can only be extended where there are compassionate or compelling circumstances affected the student’s progress in the course and that the student has an expectation of completing the course within a reasonable period.

**Monitoring and Reporting**

4.4 A Report will be provided to the Academic Board (AB) that includes an assessment of the time limits that students require to complete courses and any applications to extend the time limit of a course.

## 5. QUALITY ASSURANCE

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

- 5.1 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;
- 5.2 externally reviewed as part of any independent review of the HESF Threshold Standards approved by the Governing Board;
- 5.3 internally reviewed by the Responsible Officer every three years from the date of approval (if not earlier).
- 5.4 referenced to the applicable HES threshold Standard and/or other legislation/regulation.

## 6. FEEDBACK

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

## 7. ACKNOWLEDGEMENTS

This policy was developed with reference to the following:

- Australian National University, Policy: Student academic study load and progression, 2021 ([ANU Policy Library - Policy - Student academic study load and progression](#))
- RMIT University, Enrolment Procedure - Maximum Time to Complete a Coursework Program, 2021 ([Enrolment Procedure - Maximum Time to Complete a Coursework Program / Document / Policy Register \(rmit.edu.au\)](#))
- Queensland University of Technology, Time limits for completion of an award course, 2022 ([QUT - MOPP - E/4.4 Time limits for completion of an award course](#))
- University of Sunshine Coast, Admissions, Enrolments and Graduation - Academic Policy, 2021 ([Admissions, Enrolments and Graduation - Academic Policy | UniSC | University of the Sunshine Coast, Queensland, Australia \(usc.edu.au\)](#))

## 8. VERSION CONTROL

Version	Date approved	Description	Approved by
1.0	May 2014	Initial issue	AB
2.0	June 2018	Internal Review Reflecting the requirements of the HESF standards and changes in academic leadership structure	AB
3.0	November 2021	Addition of post graduate course levels	AB
4.0	June 2023	Internal Review	AB

Version	Date approved	Description	Approved by
4.1	September 2023	Internal review – minor formatting changes, alignment of definition and add external referencing	EMT
Related legislation/ regulation/standard	Tertiary Education Quality and Standards Act 2011 Higher Education Standards Framework (Threshold Standards) 2021 1.4 (Learning Outcomes and Assessment)		

Notes:

AB = Academic Board

EMT = Executive Management Team