



Time limit for Completion of an Award Course Policy

Approving authority	Academic Board
Approval date	19 May 2014
Purpose	This policy outlines the limits for students to complete an award course
Responsibility for implementation	Vice President
Next scheduled review	19 May 2018
Document Location	R:\OIHE\ Policies\Time limits for Completion of an Award Course Policy.docx
Associated documents	Completion within Expected Duration Policy Academic Progress Policy Deferring, suspending or cancelling a student's enrolment Policy & Procedures

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 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 she 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.