

Enrolments - Maximum Course Duration (HE) Procedure

Section 1 - Summary

(1) This Procedure outlines the maximum periods of study duration for Higher Education (HE) courses.

Section 2 - Accountability

Accountable / Responsible Officer	Role
Accountable Officer	Pro Vice-Chancellor (Students)
Responsible Officer	Director, Student Administration

Section 3 - Scope

(2) This Procedure applies to:

- a. All HE students;
- b. Any staff in roles related to enrolment and the counselling and monitoring of academic progress.

(3) This Procedure does not apply to Foundation students.

Section 4 - Definitions

(4) Full-time Study

(5) Part-time Study

(6) Study Period

Section 5 - Policy Statement

(7) See [Enrolments Policy](#).

Section 6 - Procedures

(8) Where full-time study is required due to visa requirements or as a condition of enrolment the maximum completion time is the normal full-time duration plus 50% of the normal full-time duration, to a maximum of 10 years.

- a. In regards to international students, a course duration may only be extended if a Confirmation of Enrolment is extended due to academic intervention and/or the availability of required units.

(9) For all other students, the maximum completion times are as follows:

- a. In an undergraduate coursework program (excluding the HE Diploma) the maximum time is the normal part-time duration plus 50% of the normal part-time duration, to a maximum of 10 years (based on a two-semester or an eight-block academic year).
- b. In a postgraduate coursework program the maximum time is twice the normal part-time duration.

(10) Calculating Duration:

- a. The time of duration begins on the first day of the first study period in which the student is enrolled in the program, and is measured separately for each award undertaken.
- b. Optional teaching periods (i.e. Intensives, Summer courses, etc.) are not counted toward the duration, however where the course structure requires students to enrol in an intensive, such periods are counted toward the duration.
- c. Work experience/placements that are part of the award structure are included within the duration.
- d. Students who transition to a new version of an award are considered to have started their course duration on the first day of the initial award. If students transition to a new award, the count of enrolled time begins on the first day of the new award.
- e. When it is evident that a student cannot complete the course in the maximum time, they may be identified as making unsatisfactory progress.

(11) The following periods of time are excluded from the total time enrolled:

- a. Periods of intermission/leave of absence and deferral, including those relating to academic intervention.
- b. Periods of suspension as per the [Exclusion for Safety Reasons Procedure](#).

(12) Students eligible for Youth Allowance, Austudy or ABSTUDY must complete their award within the allowable time for their course in order to remain eligible for payments. Further information can be found at [Centrelink](#).

(13) Full-time duration and maximum time (where full-time study is required):

Program	Normal duration (years)	Maximum time (years)
Undergraduate		
Higher education diploma	1	1.5
Associate degree	2	3
Three year bachelor degree	3	4.5
Four year bachelor degree	4	6
Five year bachelor degree	5	7.5
One year honours degree	1	1.5
Postgraduate		
Graduate certificate	0.5	1
Graduate diploma	1	1.5

Masters by coursework	2	3
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(14) Part-time duration and maximum time (where full-time study is not a condition of enrolment):

Type of program	Normal duration (years)	Maximum time (years)
Undergraduate		
Higher education diploma (96 credit points)	2	3
Associate degree	2	6
Three year bachelor degree	3	9
Four year bachelor degree	4	10
Five year bachelor degree	5	10
One year honours degree	1	3
Postgraduate		
Graduate certificate	0.5	2
Graduate diploma	1	4
Masters by coursework	2	8

(15) A student's enrolment may be discontinued if they do not complete their course within the required time periods, at the discretion of the Manager, Enrolment and Student Financials.

(16) Students may request an extension of their maximum course duration if they have exceptional circumstances, such as illness. Students must submit a Request to Extend Course Duration Form within ten working days of receiving the notification.

(17) The Director, Student Administration will review and determine outcomes for extension requests. The determination by the Director, Student Administration is final.

Roles	Responsibilities
Manager, Enrolment and Student Financials	Authorises enrolment cancellations for students who have exceeded maximum course durations.
Student and course advisors	Provide advice to students about maximum course duration limits in accordance with this Procedure.
Enrolment Team, Student Administration	Identify and communicate with students who are nearing, or who have exceeded, their maximum course duration. Action enrolment cancellations.
Director, Student Administration	Review and determine outcomes for extension requests from students.

Section 7 - Guidelines

(18) Nil

Status and Details

Status	Historic
Effective Date	16th March 2018
Review Date	16th March 2021
Approval Authority	Vice-President (Infrastructure and Students)
Approval Date	15th March 2018
Expiry Date	20th April 2021
Accountable Officer	Lisa Line Deputy Vice-Chancellor Enterprise and Digital Lisa.Line@vu.edu.au
Responsible Officer	Steve Wright Director, Admissions, Enrolments, and Graduations
Enquiries Contact	Steve Wright Director, Admissions, Enrolments, and Graduations

Glossary Terms and Definitions

"Study Period" - A defined period of time in which teaching is delivered. This includes pre-teaching, teaching and assessment activities. Each study period has its own set of key dates, including start, end and census dates. Study periods vary across the academic year and include semesters, trimesters, terms, Block and intensive.

"Full-time Study" - At least three quarters of the standard full-time load for tertiary students during a study period.

"Part-time Study" - Any study load enrolled below the minimum rate for full-time study during a study period.