Maximum Time Completion of Programs Schedule

Schedule to the Awards and Graduation Policy

Section 1 - Introduction

(1) This Schedule supports the implementation of the [Governance Rule](#) and [Program Management Manual - Coursework](#) and sets out the maximum time for students to complete their program in order to receive the relevant award.

(2) In the event of an inconsistency between lower level policy documents and a Rule(s) or Schedule to the Rule(s), the Rule(s) made by Council prevails to the extent of the inconsistency.

(3) In the event of an inconsistency between an Academic Senate policy document and a College policy, procedure or guideline, the policy document of Academic Senate prevails to the extent of the inconsistency.

Section 2 - Program Structures

(4) For individual program requirements, refer to the relevant awards and programs schedule.

Section 3 - Policy Provisions/Principles

Coursework Students

(5) For Coursework students who commenced enrolment in the program prior to 1 January 2011.

Program Duration:	
Undergraduate program up to and including 240 units	10 years
Undergraduate program of 320 units	12 years
Undergraduate program of 400 units	14 years
Undergraduate Honours programs	3 years
Professional Doctorate	10 years

(6) For Coursework students who commenced enrolment in the program on or after 1 January 2011.

Program Duration:
The formula for calculation of maximum time is N2+2 where N is equal to the usual full-time duration of the program, except for undergraduate honours programs.

Program Duration:	
Enabling program	Not applicable
Undergraduate diploma of 80 units	4 years
Undergraduate program of 240 units	8 years
Undergraduate program of 320 units	10 years
Undergraduate program of 400 units	12 years
Undergraduate Honours program	3 years
Postgraduate coursework program of 40 units	3 years
Postgraduate coursework program of 80 units	4 years
Postgraduate coursework program of 120 units	5 years
Postgraduate coursework program of 160 units	6 years
Postgraduate coursework program of 240 units	8 years
Professional Doctorates	8 years

(7) The period refers to elapsed calendar years from admission, inclusive of periods of leave of absence, exclusion or academic suspension.

Research Students

(8) For students enrolled in the research programs, the stated program duration applies, regardless of the commencement date of the candidature. The program durations for the Master of Philosophy and Doctor of Philosophy are set to reflect the Australian Government Research Training Scheme grant conditions. The maximum time period is calculated from the date of the student's commencement in the program.

Master of Philosophy	The maximum time for completion of the program is two years (full time equivalent) exclusive of periods of leave of absence, exclusion or academic suspension.
Doctor of Philosophy	The maximum time for completion of the program is four years (full time equivalent) exclusive of periods of leave of absence, exclusion or academic suspension.
Higher Doctoral Degree	The maximum time for completion of the program is one year from admission to candidature, with no provision for part-time enrolment or leave of absence, exclusion or academic suspension.

Section 4 - Relaxing Provision

(9) To provide for exceptional circumstances arising in any particular case, the President of Academic Senate, on the recommendation of the relevant Deputy Vice-Chancellor or relevant Pro Vice-Chancellor, may relax any provision of this Schedule.

Section 5 - Reporting

(10) The President of the Academic Senate will report all applications of the relaxing provision of this Schedule to the Academic Senate.

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Glossary Terms and Definitions

"Academic Senate" - The Academic Senate of the University as described in the University of Newcastle Act 1989.

"Council" - The governing authority of the University established under section 8A of the University of Newcastle Act 1989.

"Enabling program" - A tertiary preparation program offered to domestic students.

"Award" - When referring to a University qualification, this term means an academic qualification approved by Academic Senate that is conferred when a student has met the relevant program requirements. For all other uses of this term, the generic definition applies.

"Candidature" - The period of time between acceptance of offer and termination, withdrawal from, or completion of a higher degree by research program, including periods when a candidate is not enrolled.

"Student" - A person formally enrolled in a course or active in a program offered by the University or affiliated entity.

"Postgraduate" - Any qualification being at the level of Graduate Certificate or above.

"Program" - When referring to learning, a program is a sequence of approved learning, usually leading to an Award. For all other uses of this term, the generic definition applies.

"Undergraduate" - Refers to any qualification up to and including the level of a Bachelor Honours degree.

"College" - An organisational unit established within the University by the Council.

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