You must complete your program of study no later than the published maximum time to complete, for that program.

**What is the maximum time to complete?**

For undergraduate and cross-career dual award programs, the maximum time to complete is “2n+2 years” where “n” equals the normal full-time duration of the program in years. For example, a 3 year full time degree would be calculated at 2 \times 3 \text{ years} + 2 \text{ years} = 8 \text{ years}.

<table>
<thead>
<tr>
<th>Typical Full Time Duration of Program</th>
<th>Maximum Time to Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 years</td>
<td>8 years</td>
</tr>
<tr>
<td>4 years</td>
<td>10 years</td>
</tr>
<tr>
<td>5 years</td>
<td>12 years</td>
</tr>
</tbody>
</table>

For postgraduate coursework award programs, the maximum time to complete is 10 years.

Faculties may specify a shorter or longer maximum time to complete a program and this will be published in the program rules for your program. For example, the maximum time to complete the Juris Doctor (JD) program is 8 years.

**How do I find the typical full time duration of my program?**

Go to the Handbook and search for your program.

**How is the maximum time calculated?**

The maximum time to complete a program is calculated from the first day of the first teaching period, in which you are enrolled in that program.

All absences (both approved and unapproved) and any recognition of prior learning (RPL) either from UNSW or another higher education provider, towards your program, will be included in the calculation.

If you are granted RPL (sometimes known as credit or advanced standing) towards your program, the normal full-time duration of your program used in the maximum time to complete calculation, will be reduced on a pro rata basis to the nearest semester/term.

For example, if you are admitted to a 3 year undergraduate program with 1 year RPL, the maximum time to complete the program will be:

\[2 \times 2 \text{ years} + 2 \text{ years} = 6 \text{ years}\]

**What is the process?**

Following the release of results at the end of semester/term, you will receive an email to your student email account
requesting you to meet with an academic advisor, if you fall into one of the following categories:

1. You are 50% of the way through the maximum time to complete, but have yet to complete 50% of the requirements of your program;
2. You are 75% of the way through the maximum time to complete, but have yet to complete 75% of the requirement of your program; or
3. You have exceeded the maximum time to complete and have not completed the requirements of your program.

It is important that you meet with your academic advisor, ideally by the end of week 1 but no later than the end of week three of the following semester/term.

What if I’m at risk of not completing in time?

If you are at risk of not completing your program within the maximum time to complete, it is important that you meet with an academic advisor from your Program Authority to develop an action plan for completing your program.

What if I exceed the maximum time?

If you have exceeded the maximum time to complete, you will not be permitted to re-enrol in your program until you have met with your Program Authority and agreed on a realistic timeline for completion.

If you do not meet the agreed timeline for completion, or if you have not been granted an extension by your Program Authority, your enrolment in your program will be terminated.

Can I appeal if my enrolment is terminated?

Yes. You have the right to appeal the termination of your enrolment in your program to the Re-Enrolment Appeal Committee.

If your enrolment is terminated, you will be provided with information on how to appeal and the deadline by which you must submit your appeal.

If your enrolment is terminated, you cannot apply for either re-admission or internal program transfer to the same program at UNSW. You can however apply for admission to a different program and apply for RPL, in accordance with the Recognition of Prior Learning (Coursework Programs) Procedure.

Advice and contacts

If you need assistance these support services are available