

Student Handbook

January 2022

Foundation Studies

**UNSW Foundation Studies**

**STUDENT HANDBOOK**

**Section One**

**Academic Information for Students**

**Section Two**

**Rules and Regulations**

**Section Three**

**Student Support Services**

UNSW Foundation Studies

UNSW

Sydney NSW 2052

CRICOS Provider: 00098G

Telephone: (02) 8936 2222

Websites: [www.ufs.unsw.edu.au](http://www.ufs.unsw.edu.au)

<https://www.unswglobal.unsw.edu.au/>

Copyright © 2022

Edition December 2021

All rights reserved. Except under the Conditions described in the Copyright Act 1968 of Australia and subsequent amendments, this publication may not be reproduced, in part or whole, without the permission of the copyright owner.

This publication is revised periodically and is current at the time of printing. The most recent version of this publication and updated and related policies can be found on the websites listed above.

**CONTENTS**

**Section One**

**Academic Information for Students**

[1 UNSW Foundation Studies Programs, Streams and Courses 1](#_Toc57984441)

[2 Extended Foundation Program 3](#_Toc57984442)

[3 Standard Plus Program 7](#_Toc57984443)

[4 Standard Program 11](#_Toc57984444)

[5 Transition Program 15](#_Toc57984445)

[6 Online Learning 16](#_Toc57984446)

[7 Grading System 17](#_Toc57984448)

[8 Permanent Resident (PR) and Australian Citizen Status 18](#_Toc57984449)

[9 Minimum Age Policy and Students Under 18 Years of Age 19](#_Toc57984450)

[10 Awards, Scholarships and Course Prizes 20](#_Toc57984451)

**Section Two**

**Rules and Regulations**

[11 Student Responsibilities 23](#_Toc57984452)

[12 Assessment Regulations 25](#_Toc57984453)

[13 Satisfactory Academic Progress 30](#_Toc57984454)

[14 Academic Misconduct and Student Misconduct 34](#_Toc57984455)

[15 UNSW Library Guide 37](#_Toc57984456)

[16 Submission of Assignments and Projects 38](#_Toc57984457)

[17 Practical Assessment in Design 39](#_Toc57984458)

[18 Use of IT Resources 40](#_Toc57984459)

[19 Release of Academic Results 41](#_Toc57984460)

[20 Withdrawal and Refund of Fees 42](#_Toc57984461)

[21 Attendance Monitoring 43](#_Toc57984462)

[22 Repeat and Transfer Guidelines 45](#_Toc57984463)

**Section Three**

**Student Support Services**

[23 Student Complaints and Appeals Process 46](#_Toc57984464)

[24 Emergencies, Security and Safety 50](#_Toc57984465)

[25 Student Life 54](#_Toc57984466)

**Section One**

Academic Information

for Students

# 

# **UNSW Foundation Studies Programs, Streams and Courses**

# 1

## Programs

UNSW Foundation Studies Programs provide academic preparation for undergraduate study and are designed for international students. The programs are delivered in lecture and tutorial format along with practical laboratory, workshop and studio classes as well as one-to-one student consultations. A Student Progress Coordinator will be monitoring student progress and will be able to provide students with individual study advice and tips throughout the duration of their program.

On completion of a UNSW Foundation Studies program, students are awarded a UNSW Foundation Studies Certificate. This Certificate is an award of the University of New South Wales and is accepted by UNSW and all Australian universities for undergraduate entry. Academic standards and results in the programs are approved and monitored by UNSW and its Faculties. The Certificate is accompanied by a Statement of Results.

There are four main Foundation Studies programs.

The **Standard Foundation Program** delivered over 9 months.

The **Standard Plus Foundation Program** delivered over 12 months and designed for students who require a more gradual introduction to their studies.

The **Extended Foundation Program** delivered over 14 months and designed for students who require an English-intensive introduction to their studies.

The **Transition Program** is a 4-month, one term program, designed for international students who have completed a previous high school matriculation program and have academic results just below that required for direct entry to UNSW.

## Streams and Courses

Within each UNSW Foundation Studies Program, students must choose a Stream (set program of courses) determined by their desired university program. All Streams of Study are available in the Standard, Standard Plus and Extended Foundation Programs.

The Transition Program offers the Physical Science, Life Science, Commerce and Actuarial Streams only. Streams and courses at UNSW Foundation Studies Kensington campus are shown in Table 1.

All streams contain five to seven courses; each course has a unit of credit weighting. Students usually take a minimum of 48 units of credit.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Streams and Courses** | | **Table 1: Streams of Study** | | | | | |
| **Sciences** | | **Commerce** | | **Arts** | **Design** |
| **Physical Science** | **Life Science** | **Commerce** | **Commerce Actuarial** | **Arts/SS** | **Design & Built Environment** |
| **Courses** | **Units** |
| **Academic English Humanities** | 12 |  |  | • | • | • | • |
| **Academic English Science** | 12 | • | • |  |  |  |  |
| **Mathematics for Science** | 12 | • | • |  | • |  |  |
| **Mathematics for Commerce** | 10 |  |  | • |  |  |  |
| **Essentials of Mathematics** *Standard Term 1 only* | 6 |  |  |  |  | • | • |
| **Physics** | 10 | • |  |  |  |  |  |
| **Chemistry** | 10 | • | • |  |  |  |  |
| **Biology** | 10 |  | • |  |  |  |  |
| **Accounting** *Standard Term 1 only* | 4 |  |  | • | • |  |  |
| **Computing for Science**  *Standard only* | 4 | • | • |  |  |  |  |
| **Computing for Business**  *Standard only* |  |  |  | • | • | • |  |
| **Computing for Design** | 6 |  |  |  |  |  | • |
| **Economics** | 10 |  |  | • | • |  |  |
| **Business Law** *Standard Term 2 only* | 4 |  |  | • | • |  |  |
| **Management** *Standard Term 2 only* | 4 |  |  | • | • | • |  |
| **Design** | 12 |  |  |  |  |  | • |
| **International Issues & Perspectives** | 10 |  |  |  |  | • |  |
| **Culture and Communication** | 12 |  |  |  |  | • | • |
| **Total Units** |  | 48 | 48 | 48 | 50 | 48 | 48 |
| **Popular Degree Programs** | | Engineering, Science, Medicine, Medical Science, Aviation, Optometry, Health & Exercise Science, Biomedical Sciences, Psychology, Food Science and Technology | | Accounting, Finance, Economics, Actuarial Studies, Arts, Social Science, some Law degrees, International Business, Banking and Marketing, Construction Management and Property | | Arts, some Law degrees, Arts and Business, Criminology, Education, Social Science, International Studies, Languages | Architectural Studies, Interior or Landscape Architecture, Industrial Design, Media Arts, Design, Art Theory, Fine Arts, Planning |
|
|
|
|
|
| see www.ufs.unsw.edu.au/gpa for a full listing of Streams and Degrees | | | | | | | |

# 2

**Extended Foundation Program**

**Table 2: Extended Program Courses Weightings by Term**

*For detailed information about each course refer to the Course Information section on Moodle.*

*This section includes Assessment Weightings, Assessment Guide and Course Outline.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Courses** | | **Extended Program Course Weighting** | | | |
| **Course** | **Units** | **EXTENDED Term** | **PLUS Term** | **STANDARD Term 1** | **STANDARD Term 2** |
| **Academic English Humanities** | 12 | 5% | 10% | 21.5% | 63.5% |
| **Academic English Science** | 12 | 5% | 8% | 33% | 54% |
| **Mathematics for Science** | 12 | 5% | 15% | 40% | 40% |
| **Mathematics for Commerce** | 10 | 5% | 15% | 40% | 40% |
| **Essentials of Mathematics** *Standard Term 1 only* | 6 | 5% |  | 95% |  |
| **Physics** | 10 | 5% | 10% | 25.50% | 59.50% |
| **Chemistry** | 10 | 5% | 10% | 25.50% | 59.50% |
| **Biology** | 10 | 5% | 10% | 25.50% | 59.50% |
| **Accounting** *Standard Term 1 only* | 4 |  |  | 100% |  |
| **Computing for Science** *Standard only* | 4 | 5% |  | 45% | 50% |
| **Computing for Business** *Standard only* | 4 | 5% |  | 45% | 50% |
| **Computing for Design** | 6 | 5% | 10% | 25% | 60% |
| **Economics** | 10 | 5% | 5% | 50% | 40% |
| **Business Law** *Standard Term 2 only* | 4 |  |  |  | 100% |
| **Management** *Standard Term 2 only* | 4 |  | 5% |  | 95% |
| **Design** | 12 |  | 10% | 45% | 45% |
| **International Issues & Perspectives** | 10 |  | 5% | 45% | 50% |
| **Culture and Communication** | 12 | 5% | 5% | 40% | 60% |

**Table 3: Extended Program - Terms and Courses**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Foundation Studies - Arts and Social Sciences Stream | | | | | |
| **Extended Program 2022** | | | | | |
|  |  | **Terms and Course Modules** | | | |
| **Courses** | **Units** | **Extended** | **Plus** | **Standard Term 1** | **Standard Term 2** |
| Academic English - Humanities (H) | 12 | • | • | • | • |
| Computing for Business | 4 | •  Critical Skills and Creative Thinking |  | • | • |
| Culture and Communication | 12 | • Business, Society & Culture | • Australian Studies | • Intercultural Studies | • Media Studies |
| International Issues & Perspectives | 10 |  | • | • | • |
| Management | 4 |  | •  Critical Skills and Collaboration |  | • |
| Mathematics | 6 | • Language of Maths |  | • Essentials of Mathematics |  |
|  | **48** |  |  |  |  |
| Note: Students engage in Foundations of Learning support program in each term | | |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Foundation Studies - Design and Architecture Stream | | | | | |
| **Extended Program 2022** | | | | | |
|  |  | **Terms and Course Modules** | | | |
| **Courses** | **Units** | **Extended** | **Plus** | **Standard  Term 1** | **Standard Term 2** |
| Academic English - Humanities (H) | 12 | • | • | • | • |
| Computing for Design | 6 | •  Critical Skills and Creative Thinking | • | • | • |
| Culture and Communication | 12 | • Business, Society & Culture | • Australian Studies | • Intercultural Studies | • Media Studies |
| Design | 12 |  | • | • | • |
| Mathematics | 6 | • Language of Maths |  | • Essentials of Mathematics |  |
|  | **48** |  |  |  |  |
| Note: Students engage in Foundations of Learning support program in each term | | |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Foundation Studies - Commerce Stream | | | | | |
| **Extended Program 2022** | | | | | |
|  |  | **Terms and Course Modules** | | | |
| **Courses** | **Units** | **Extended** | **Plus** | **Standard Term 1** | **Standard Term 2** |
| Academic English - Humanities (H) | 12 | • | • | • | • |
| Computing for Business | 4 | •  Critical Skills and Creative Thinking |  | • | • |
| Accounting | 4 |  |  | • |  |
| Business Law | 4 |  |  |  | • |
| Economics | 10 | • Business, Society & Culture | • Business Studies | • Microeconomics | • Macroeconomics |
| Management | 4 |  | •  Critical Skills and Collaboration |  | • |
| Mathematics | 10 | • Language of Maths | • Mathematics for Commerce | • Mathematics for Commerce | • Mathematics for Commerce |
|  | **48** |  |  |  |  |
| Note: Students engage in Foundations of Learning support program in each term | | |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Foundation Studies - Commerce Actuarial Stream | | | | | |
| **Extended Program 2022** | | | | | |
|  |  | **Terms and Course Modules** | | | |
| **Courses** | **Units** | **Extended** | **Plus** | **Standard Term 1** | **Standard Term 2** |
| Academic English - Humanities (H) | 12 | • | • | • | • |
| Computing for Business | 4 | •  Critical Skills and Creative Thinking |  | • | • |
| Accounting | 4 |  |  | • |  |
| Business Law | 4 |  |  |  | • |
| Economics | 10 | • Business, Society & Culture | • Business Studies | • Microeconomics | • Macroeconomics |
| Management | 4 |  | •  Critical Skills and Collaboration |  | • |
| Mathematics | 12 | • Language of Maths | • Mathematics for Science | • Mathematics for Science | • Mathematics for Science |
|  | **50** |  |  |  |  |
| Note: Students engage in Foundations of Learning support program in each term | | |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Foundation Studies - Physical Science Stream | | | | | |
| **Extended Program 2022** | | | | | |
|  |  | **Terms and Course Modules** | | | |
| **Courses** | **Units** | **Extended** | **Plus** | **Standard Term 1** | **Standard  Term 2** |
| Academic English - Science (S) | 12 | • | • | • | • |
| Computing for Science | 4 | •  Critical Skills and Creative Thinking |  | • | • |
| Science | \* | • |  |  |  |
| Chemistry | 10 |  | • | • | • |
| Physics | 10 |  | • | • | • |
| Mathematics | 12 | • Language of Maths | • Mathematics for Science | • Mathematics for Science | • Mathematics for Science |
|  | **48** |  |  |  |  |
| Note: Students engage in Foundations of Learning support program in each term | | |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Foundation Studies - Life Science Stream | | | | | |
| **Extended Program 2022** | | | | | |
|  |  | **Terms and Course Modules** | | | |
| **Courses** | **Units** | **Extended** | **Plus** | **Standard Term 1** | **Standard  Term 2** |
| Academic English - Science (S) | 12 | • | • | • | • |
| Computing for Science | 4 | •  Critical Skills and Creative Thinking |  | • | • |
| Science | \* | • |  |  |  |
| Chemistry | 10 |  | • | • | • |
| Biology | 10 |  | • | • | • |
| Mathematics | 12 | • Language of Maths | • Mathematics for Science | • Mathematics for Science | • Mathematics for Science |
|  | **48** |  |  |  |  |
| Note: Students engage in Foundations of Learning support program in each term | | |  |  |  |

# 3

Standard Plus Program

**Table 4: Standard Plus Program Course Weightings by Term**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Courses** | | **Standard PLUS Program Course Weightings** | | |
| **Course** | **Units** | **PLUS Term** | **STANDARD Term 1** | **STANDARD Term 2** |
| **Academic English Humanities** | 12 | 10% | 26.5% | 63.5% |
| **Academic English Science** | 12 | 10% | 26.5% | 63.5% |
| **Mathematics for Science** | 12 | 20% | 40% | 40% |
| **Mathematics for Commerce** | 10 | 20% | 40% | 40% |
| **Essentials of Mathematics** *Standard Term 1 only* | 6 |  | 100% |  |
| **Physics** | 10 | 10% | 27% | 63% |
| **Chemistry** | 10 | 10% | 27% | 63% |
| **Biology** | 10 | 10% | 27% | 63% |
| **Accounting** *Standard Term 1 only* | 4 |  | 100% |  |
| **Computing for Science**  *Standard only* | 4 |  | 50% | 50% |
| **Computing for Business**  *Standard only* | 4 |  | 50% | 50% |
| **Computing for Design** | 6 | 10% | 30% | 60% |
| **Economics** | 10 | 5% | 50% | 45% |
| **Business Law** *Standard Term 2 only* | 4 |  |  | 100% |
| **Management** *Standard Term 2 only* | 4 | 5% |  | 95% |
| **Design** | 12 | 10% | 45% | 45% |
| **International Issues & Perspectives** | 10 | 5% | 45% | 50% |
| **Culture and Communication** | 12 | 10% | 40% | 50% |

**Table 5: Standard PLUS Program - Terms and Courses**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Foundation Studies - Arts and Social Sciences Stream | | | | |
| **Standard PLUS Program 2022** | | | | |
|  |  | **Terms and Course Modules** | | |
| **Courses** | **Units** | **Plus** | **Standard Term 1** | **Standard Term 2** |
| Academic English - Humanities (H) | 12 | • | • | • |
| Computing for Business | 4 |  | • | • |
| Culture and Communication | 12 | • Australian Studies | • Intercultural Studies | •  Media Studies |
| International Issues & Perspectives | 10 | • | • | • |
| Management | 4 | •  Critical Skills and Collaboration |  | • |
| Essentials of Mathematics | 6 |  | • |  |
|  | **48** |  |  |  |
| Note: Students engage in Foundations of Learning support program in each term | | | |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Foundation Studies - Design and Architecture Stream | | | | |
| **Standard PLUS Program 2022** | | | | |
|  |  | **Terms and Course Modules** | | |
| **Courses** | **Units** | **Plus** | **Standard Term 1** | **Standard Term 2** |
| Academic English - Humanities (H) | 12 | • | • | • |
| Computing for Design | 6 | • | • | • |
| Culture and Communication | 12 | • Australian Studies | • Intercultural Studies | •   Media Studies |
| Design | 12 | • | • | • |
| Essentials of Mathematics | 6 |  | • |  |
|  | **48** |  |  |  |
| Note: Students engage in Foundations of Learning support program in each term | | | |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Foundation Studies - Commerce Stream | | | | |
| **Standard PLUS Program 2022** | | | | |
|  |  | **Terms and Course Modules** | | |
| **Courses** | **Units** | **Plus** | **Standard Term 1** | **Standard Term 2** |
| Academic English - Humanities (H) | 12 | • | • | • |
| Computing for Business | 4 |  | • | • |
| Accounting | 4 |  | • |  |
| Business Law | 4 |  |  | • |
| Economics | 10 | • Business Studies | • Microeconomics | • Macroeconomics |
| Management | 4 | •  Critical Skills and Collaboration |  | • |
| Mathematics for Commerce | 10 | • | • | • |
|  | **48** |  |  |  |
| Note: Students engage in Foundations of Learning support program in each term | | | |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Foundation Studies - Commerce Actuarial Stream | | | | |
| **Standard PLUS Program 2022** | | | | |
|  |  | **Terms and Course Modules** | | |
| **Courses** | **Units** | **Plus** | **Standard Term 1** | **Standard Term 2** |
| Academic English - Humanities (H) | 12 | • | • | • |
| Computing for Business | 4 |  | • | • |
| Accounting | 4 |  | • |  |
| Business Law | 4 |  |  | • |
| Economics | 10 | • Business Studies | • Microeconomics | • Macroeconomics |
| Management | 4 | •  Critical Skills and Collaboration |  | • |
| Mathematics for Science | 12 | • | • | • |
|  | **50** |  |  |  |
| Note: Students engage in Foundations of Learning support program in each term | | | |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Foundation Studies - Physical Science Stream | | | | |
| **Standard PLUS Program 2022** | | | | |
|  |  | **Terms and Course Modules** | | |
| **Courses** | **Units** | **Plus** | **Standard Term 1** | **Standard Term 2** |
| Academic English - Science (S) | 12 | • | • | • |
| Computing for Science | 4 |  | • | • |
| Science | \* |  |  |  |
| Chemistry | 10 | • | • | • |
| Physics | 10 | • | • | • |
| Mathematics for Science | 12 | • | • | • |
|  | **48** |  |  |  |
| Note: Students engage in Foundations of Learning support program in each term | | | |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Foundation Studies - Life Science Stream | | | | |
| **Standard PLUS Program 2022** | | | | |
|  |  | **Terms and Course Modules** | | |
| **Courses** | **Units** | **Plus** | **Standard Term 1** | **Standard Term 2** |
| Academic English - Science (S) | 12 | • | • | • |
| Computing for Science | 4 |  | • | • |
| Science | \* |  |  |  |
| Chemistry | 10 | • | • | • |
| Biology | 10 | • | • | • |
| Mathematics for Science | 12 | • | • | • |
|  | **48** |  |  |  |
| Note: Students engage in Foundations of Learning support program in each term | | | |  |

# 4

Standard Program

**Table 6: Standard Program Course Weightings by Term**

|  |  |  |  |
| --- | --- | --- | --- |
| **Courses** | | **STANDARD Program Course Weightings** | |
| **Course** | **Units** | **STANDARD Term 1** | **STANDARD Term 2** |
| **Academic English Humanities** | 12 | 34% | 66% |
| **Academic English Science** | 12 | 34% | 66% |
| **Mathematics for Science** | 12 | 50% | 50% |
| **Mathematics for Commerce** | 10 | 50% | 50% |
| **Essentials of Mathematics** *Standard Term 1 only* | 6 | 100% |  |
| **Physics** | 10 | 30% | 70% |
| **Chemistry** | 10 | 30% | 70% |
| **Biology** | 10 | 30% | 70% |
| **Accounting** *Standard Term 1 only* | 4 | 100% |  |
| **Computing for Science** *Standard only* | 4 | 50% | 50% |
| **Computing for Business** *Standard only* | 4 | 50% | 50% |
| **Computing for Design** | 6 | 50% | 50% |
| **Economics** | 10 | 50% | 50% |
| **Business Law** *Standard Term 2 only* | 4 |  | 100% |
| **Management** *Standard Term 2 only* | 4 |  | 100% |
| **Design** | 12 | 50% | 50% |
| **International Issues & Perspectives** | 10 | 50% | 50% |
| **Culture and Communication** | 12 | 50% | 50% |

**Table 7: Standard Program - Terms and Courses**

|  |  |  |  |
| --- | --- | --- | --- |
| Foundation Studies - Arts and Social Sciences Stream | | | |
| **Standard Program 2022** | | | |
|  |  | **Terms and Course Modules** | |
| **Courses** | **Units** | **Standard Term 1** | **Standard Term 2** |
| Academic English - Humanities (H) | 12 | • | • |
| Computing for Business | 4 | • | • |
| Culture and Communication | 12 | •   Intercultural Studies | •  Media Studies |
| International Issues & Perspectives | 10 |  | • |
| Management | 4 |  | • |
| Essentials of Mathematics | 6 | • |  |
|  | **48** |  |  |
| Note: Students engage in Foundations of Learning support program in each term | | |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Foundation Studies - Design and Architecture Stream | | | |
| **Standard Program 2022** | | | |
|  |  | **Terms and Course Modules** | |
| **Courses** | **Units** | **Standard Term 1** | **Standard Term 2** |
| Academic English - Humanities (H) | 12 | • | • |
| Computing for Design | 6 | • | • |
| Culture and Communication | 12 | •   Intercultural Studies | •  Media Studies |
| Design | 12 | • | • |
| Essentials of Mathematics | 6 | • |  |
|  | **48** |  |  |
| Note: Students engage in Foundations of Learning support program in each term | | |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Foundation Studies - Commerce Stream | | | |
| **Standard Program 2022** | | | |
|  |  | **Terms and Course Modules** | |
| **Courses** | **Units** | **Standard Term 1** | **Standard Term 2** |
| Academic English - Humanities (H) | 12 | • | • |
| Computing for Business | 4 | • | • |
| Accounting | 4 | • |  |
| Business Law | 4 |  | • |
| Economics | 10 | •   Microeconomics | •  Macroeconomics |
| Management | 4 |  | • |
| Mathematics for Commerce | 10 | • | • |
|  | **48** |  |  |
| Note: Students engage in Foundations of Learning support program in each term | | |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Foundation Studies - Commerce Actuarial Stream | | | |
| **Standard Program 2022** | | | |
|  |  | **Terms and Course Modules** | |
| **Courses** | **Units** | **Standard Term 1** | **Standard Term 2** |
| Academic English - Humanities (H) | 12 | • | • |
| Computing for Business | 4 | • | • |
| Accounting | 4 | • |  |
| Business Law | 4 |  | • |
| Economics | 10 | •   Microeconomics | •   Macroeconomics |
| Management | 4 |  | • |
| Mathematics for Science | 12 | • | • |
|  | **50** |  |  |
| Note: Students engage in Foundations of Learning support program in each term | | |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Foundation Studies - Physical Science Stream | | | |
| **Standard Program 2022** | | | |
|  |  | **Terms and Course Modules** | |
| **Courses** | **Units** | **Standard Term 1** | **Standard Term 2** |
| Academic English - Science (S) | 12 | • | • |
| Computing for Science | 4 | • | • |
| Science | \* |  |  |
| Chemistry | 10 | • | • |
| Physics | 10 | • | • |
| Mathematics for Science | 12 | • | • |
|  | **48** |  |  |
| Note: Students engage in Foundations of Learning support program in each term | | |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Foundation Studies - Life Science Stream | | | |
| **Standard Program 2022** | | | |
|  |  | **Terms and Course Modules** | |
| **Courses** | **Units** | **Standard Term 1** | **Standard Term 2** |
| Academic English - Science (S) | 12 | • | • |
| Computing for Science | 4 | • | • |
| Science | \* |  |  |
| Chemistry | 10 | • | • |
| Biology | 10 | • | • |
| Mathematics for Science | 12 | • | • |
|  | **48** |  |  |
| Note: Students engage in Foundations of Learning support program in each term | | |  |

# 5

**Transition** Program

The UNSW Foundation Studies Transition Program is a one semester program, designed for international students with strong English skills (IELTS score of 6.0 or greater) and Academic results just below that required for direct university entry.

Upon successful completion of the T2 and T3 programs, a student can begin undergraduate studies at the beginning of the following year. The next available UNSW intake for T1 students is the Mid-Year intake (UNSW Session 2). Some university programs are not offered Mid-Year.

Only Physical Science, Life Science, Commerce, Commerce Actuarial and Design streams are offered in the Transition program. These core streams of study will allow entry to all UNSW undergraduate degrees.

**Table 4: Course Assessment Components and Weighting**

**(% of total assessment)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Courses** | **Transition Program Course Weightings** | | | | | |
| **Course** | **Units** | **Final Examination** | **Mid program Examination/ Challenge Activity** | **Essays/ Assignments** | **Tutorial Participation** | **Lab or Studio Practice** |
| Academic English | 10 | 45% | 15% | 30% | 10% |  |
| Mathematics for Science | 12 | 60% | 40% |  |  |  |
| Mathematics for Commerce | 10 | 60% | 40% |  |  |  |
| Economics | 6 | 60% | 15% | 15% | 10% |  |
| Accounting | 6 | 60% | 15% | 15% | 10% |  |
| Business Law | 6 | 60% | 10% | 20% | 10% |  |
| Computing for Business | 4 | 50% | 40% |  | 10% |  |
| Computing for Science | 4 | 50% | 40% |  | 10% |  |
| Computing for Design | 10 |  |  | 100% |  |  |
| Chemistry, Biology & Physics | 11 | 50% | 30% |  |  | 20% |
| Design | 22 |  | 15% | 85% |  |  |
| Management | 6 | 30% | 20% | 30% | 20% |  |

# 6

Online Learning

## Publish Online Timetables

Once students have commenced their program, they will be able to view their online timetable via Publish. To access Publish timetables, students will be required to go to <https://my.unswglobal.unsw.edu.au/> and select ‘MyTimetable’ under UNSW Foundations Studies.

## Moodle Access

In order to commence online learning, students must first activate their account and complete an IT induction.

Moodle is the main online learning and teaching system available to students at UNSW. Every Foundation Studies student needs to know how to use Moodle.

While each course will contain different resources, it is always the student’s responsibility to check Moodle regularly for announcements, resources, assessment advice and activities.

Timetabled online course activities, per student’s course study and lesson plans may include:

* Collaborate and Zoom virtual classroom sessions
* Discussion forums
* Reading course material
* Completing course activities and quizzes
* Watching recorded lectures and tutorials
* Scheduled chats with teachers
* Independent coursework
* Exams

## Collaborate or Zoom Virtual Classes

All online virtual classroom sessions will be delivered through Collaborate or Zoom. Links to virtual classrooms will be available for students to access from their Moodle course pages.

## Attendance Process

All students are required to login to Moodle and complete the Daily Check-in before their first class each weekday. Attendance and participation will be monitored on a daily basis. Students are expected to attend all of their scheduled tutorial sessions.

In order for attendance to be captured correctly, students are required to follow the correct name formats online

* **Zoom:** Use GID (Nickname) when joining Zoom sessions.
* **Moodle:** Update your Moodle profile by adding your nickname in the Alternate name field.

# 7

Grading System

## Grading System

Students in each course are allocated a final mark out of 100 and a corresponding final letter grade on an A to F scale. Each letter grade has an associated grade point on a 10-point scale. Overall performance is expressed as a weighted grade point average (GPA) out of 10, based on all units attempted.

Course grades are described in the Table 5 below. A typical GPA calculation is shown in Table 6.

**Table 5: UNSW Foundation Studies Grades (examples are a guide only)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course Grade** | **Grade Point** | **Description** | **Examples of UNSW undergraduate program entry with GPA at this level**  **(International Students Only)** |
| A+ | 10.0 | Excellent achievement |  |
| A | 9.5 | UNSW Medicine (with other requirements) |
| A- | 9.0 |  |
| B+ | 8.5 | Very good achievement | UNSW Law |
| B | 8.0 | UNSW Commerce, Architecture, Engineering |
| B- | 7.5 | UNSW Science, Advanced Science, |
| C+ | 7.0 | Good achievement | UNSW Diploma in Engineering, UNSW Arts & Social Science, College of Fine Arts |
| C | 6.5 | Moderate achievement | UNSW Diploma in Science |
| C- | 6.0 | Some Australian undergraduate programs |
| D+ | 5.5 | Marginal achievement |  |
| D | 5.0 | Some vocational certificate courses |
| D- | 4.5 |  |
| E+ | 4.0 | Limited achievement |  |
| E | 3.5 |  |
| E- | 3.0 |  |
| F | 0 | Fail |  |
| UF | 0 | Unsatisfactory – Failure | Normally due to a non-attempt in a significant assessment component of a course |
| NF | N/A | Withdrawn without Failure |  |
| W | N/A | Withheld |  |

**Table 6: Grade-Point-Average Calculation**

A typical GPA calculation is shown for a student in the Commerce Stream.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course** | **Unit Weighting** | **Final Grade** | **Grade Points** | **GPA = Total points earned divided by (÷) the total units:**  **379 ÷ 48 = 7.9** |
| Academic English | 10 | B | 10 x 8 = 80 |
| Mathematics C | 10 | B+ | 10 x 8.5 = 85 |
| Economics | 10 | A | 10 x 9.5 = 95 |
| Business Law | 4 | B- | 4 x 7.5 = 30 |
| Accounting | 4 | C+ | 4 x 7 = 28 |
| Computing for Academic Purposes | 4 | C | 4 x 6.5 = 26 |
| Management | 4 | D+ | 4 x 5.5 = 22 |
| Communication for Success | 2 | C | 2 x 6.5 = 13 |
| **Total Units** | **48** |  | **379** |

Permanent Resident (PR) and Australian Citizen Status

# 8

## Permanent Resident (PR) and Australian Citizen Status

Students who have Permanent Resident (PR) or Australian citizen status can complete a UNSW Foundation Studies program. UNSW Foundation Studies policies, rules and regulations apply to all students irrespective of their nationality or residency status. The normal tuition fee applies.

Students who change status from that of international student to PR or Australian citizen, must notify the UNSW Global Student Services Office and also the Student Advisers immediately. Failure to do so may affect university admission.

On the basis of the UNSW Foundation Studies results, PR and Australian Citizen students may apply for a university place. Application is made through the Universities Admissions Centre (UAC), along with all other Australian citizens sitting final exams such as the NSW Higher School Certificate. Entry levels that apply for New Year and Mid-Year entry are determined by UAC at the time of each intake and are dependent on the availability of places. The GPA requirements for UNSW may be higher and sometimes lower than that of international students for some programs. The Student Advisers will hold meetings to advise PR and Australian Citizens of the procedures for admission to university through UAC.

Please note that some universities will only accept the UNSW Foundation Studies Certificate for entry from international, non-resident students.

The University of New South Wales accepts the UNSW Foundation Studies Certificate for entry from international students and Australian Citizens or Australian Permanent Residents.

Please note that in some Faculties, there are **NO** Commonwealth Supported Places - CSP (previously known as HECS places) available for students in Term 2 or 3 because they have all been allocated to students in the Term 1 intake. Not all undergraduate programs are offered in Terms 2 and 3.

# 9

Minimum Age Policy and Students Under 18 Years of Age

## Minimum Age Policy

UNSW Foundation Studies has a policy with regard to the minimum age of students accepted into the program, for the issue of provisional offers to UNSW and the approval of care and welfare arrangements. This policy is as follows:

* UNSW Foundation Studies will not accept students unless they will be at least 16 years of age at the commencement date of their UNSW Foundation Studies program.
* This policy would also apply in external campuses conducting UNSW Foundation Studies programs.

## Students Under 18 Years of Age

For international students, it is a condition of their student visa to either

1. reside with a close relative over 21 years of age who has been approved by the Department of Home Affairs (DHA) as their carer/guardian or

2. to have their care, accommodation and welfare arrangements approved by UNSW Foundation Studies.

If UNSW Foundation Studies has approved the student’s care, accommodation and welfare arrangements, they are required to:

* Check their student emails regularly for scheduled meetings with the Accommodation and Welfare Officer.
* Attend the compulsory information session for Under 18 students at orientation.
* Attend all scheduled meetings with the Accommodation & Welfare Officer
* Notify and seek approval from UNSW Foundation Studies Accommodation & Welfare Officer if they wish to change their accommodation arrangements
* Abide by the rules and regulations concerning U18s living at UniLodge if they live in that accommodation (e.g., curfew time at 10pm).
* Inform their homestay host family if they will be home later than 10pm on any given night.
* Notify and seek approval from the UNSW Foundation Studies Accommodation & Welfare Officer if they intend to go on a holiday within Australia or leave the country.
* Notify Foundation Studies of their future study plans at either UNSW or another educational provider.
* Notify and seek approval from the UNSW Foundation Studies Accommodation & Welfare Officer before withdrawing from their program.
* Notify and seek advice from the Accommodation and Welfare Officer if any issues or problems arise that may affect their attendance or academic performance.

# 10

Awards, Scholarships and Course Prizes

Standard, Standard Plus and Extended Program students at the Kensington campus compete for the same awards, scholarships and course prizes. Scholarships, awards and prizes are awarded automatically. No application form is required.

## Outstanding Student Awards

A total of three dux awards are made each year to the Outstanding Student (all Programs) in each academic area:

* Commerce
* Arts/Design
* Physical/Life Science

These awards are for the best academic performance across all Extended, Plus and Standard Foundation Studies Programs at the Kensington campus.

Further, the annual dux of each academic area is recognised on the UNSW Foundation Studies Outstanding Student Honour Roll.

## Ross Woodham Scholarships

A total of 9 Ross Woodham Scholarships are awarded annually.

Scholarship selection will be based on academic performance on completion of the Program.

The Scholarships will be awarded to Kensington campus students who:

1. achieve the best academic performance in the UNSW Foundation Studies streams of:

* Commerce
* Arts/Design
* Physical/Life Science

and

2. take up an undergraduate program of study at UNSW

The Scholarships are currently to the value of AUD$10,000, payable to UNSW to offset student fees for international students in the second term of their undergraduate program, or in the form of a one-off payment for living expenses for permanent residents or Australian Citizens.

## Course Prizes

Course prizes are awarded to Kensington campus students for the best academic performance in each course across the A, B and C Standard/Standard Plus/Extended Programs. Course Prizes take the form of Certificates and University Bookshop gift vouchers.

## Presentations

All A, B and C Standard/Standard Plus/Extended Program awards are presented at the next UNSW Foundation Studies Certificate Giving Ceremony.

All award, scholarship and prize winners will be notified and invited to attend the Certificate Presentation Ceremony.

## Other UNSW Scholarships

From time to time, UNSW offers scholarships to UNSW Foundation Studies on completion of their program. For more details and information on how to apply, please look at the UNSW Website <https://www.scholarships.unsw.edu.au/>

**Section Two**

**Rules and Regulations**

# 11

Student Responsibilities

## Student Responsibilities

## Check UNSW Foundation Studies Email Account Regularly

Official communication with students will be via their UNSW Foundation Studies email account. UNSW Global will use the student’s official GID email address to contact them**. It is the students’ responsibility to check their official UNSW Foundation Studies GID email account regularly for important information**. Students should also check the student website *www.student.ufy.unsw.edu.au* for timetable changes, assessment dates and other important information. **Ignorance is no excuse if relevant information and details have been sent to them by email, or handed out at lectures or on the website**.

## Provide Address Details

Students must inform us within 7 days of their arrival in Australia of their correct residential address and phone contact details and must advise any later changes of address or contact details within 7 days. **This is a condition of their student visa**. Students must do this online at *www.student.ufy.unsw.edu.au* under the heading *My Profile/My Details*. Important information may be sent by mail to their official address in Australia, and it will be assumed that they have received this information.

## Attend All Scheduled Classes

It is a condition of students’ enrolment that they attend all scheduled classes, except where there is a legitimate and acceptable reason for non-attendance e.g., illness supported by a Doctor’s Certificate (see Section 2 Chapter 20). Overseas students whose attendance falls below 80% (even with Doctor’s Certificates) **must be reported** to the Department of Home Affairs.

## Maintain Satisfactory Academic Progress

Students must maintain Satisfactory Academic Progress (see Section 11). Overseas students who fail to meet their visa conditions relating to attendance and Satisfactory Academic Progress must be reported to the Department of Home Affairs.

## Speak English in Classes

Foundation Studies has a “*Speak English in Classes*” rule. This is not only to ensure success in the students pathway to University but also to enable all students and their teacher to be included in class discussions

## Managing Own Conduct and Behaviour

Students are responsible for managing their own conduct and behaviour, and for knowing the rules concerning assessment, academic misconduct and student misconduct (see Section 12).

## Paying fees

Students must pay all due fees as specified in their Letter of Offer, and any other specified charges, on or before the due dates applicable to each fee. It is the students own responsibility to ensure prompt payment of fees and other charges due in respect of their enrolment in the UNSW Foundation Studies program. Responsibility cannot be transferred to another party, unless an approved scholarship or other payment arrangements have been agreed to by UNSW Foundation Studies.

Failure to pay all due fees may result in their enrolment being cancelled.

## Academic Guidance and Early Interventions

A student that is at risk of not meeting the academic expectations of UNSW Foundation Studies programs will in some cases receive a written warning and/or be given notification of a formal interview regarding their poor progress.

It is expected that UNSW Foundation Studies students will accept the offers of assistance and advice as provided via early "at-risk" interventions, and during interviews at the end of the formal examination periods and as provided by UNSW Foundation Studies staff throughout the program.

## Compliance with UNSW Foundation Studies Policies

On acceptance of an offer to a UNSW Foundation Studies Program, all students agree to abide by the UNSW Foundation Studies policies, procedures and guidelines as published on the website <https://www.unswglobal.unsw.edu.au/our-company/policies/>and as contained in this Student Handbook. It is therefore expected that all UNSW Foundation Studies students have read and agree with all UNSW Foundation Studies policies, procedures and guidelines. Further, it is expected that all UNSW Foundation Studies students will seek clarification if they are unsure about any UNSW Foundation Studies policies, procedures or guidelines.

# 12

Assessment Regulations

## Rules for Examinations and Formal Assessment Tasks\*

\* In this document the full term “examinations and formal assessment tasks” is abbreviated to “examinations”

**Examinations in all courses are conducted in accordance with the following rules and procedures:**

1. Students must obey any instruction given by an examination supervisor for the proper conduct of the examination.
2. Students must present their student identification card at all examinations and leave this on their desk for the duration of the examination.
3. Students must be seated in their allocated place in the examination room no less than 15 minutes before the scheduled commencement time.
4. If students arrive more than 30 minutes after the scheduled commencement time they will not be admitted to the examination room.
5. Students are not permitted to leave the examination room during the first 30 minutes or the last 30 minutes of the examination.
6. Students must not write or use a calculator, translation dictionary or computer during reading time.
7. Students may not leave their seat for any reason without permission. If students do leave the examination, they will not be re-admitted unless, during the full period of their absence, they have been under approved supervision. No toilet breaks allowed in the first half hour or the last 10 minutes.
8. All answers must be written in English unless otherwise stated.
9. Authorised materials: students are permitted to take pens, pencils, rulers and erasers into the examination room but are advised that all answers must be written in pen, except where expressly required. Pencils may be used only for multiple choice answer sheets, drawing, sketching or graphical work.
10. All exam booklets and papers must be returned to the examiners. No exam booklets or papers may be removed from the exam room.
11. Students are not permitted to smoke or eat during examinations. Students may bring their own water in an unmarked, transparent water bottle with no label.
12. Students must not by any improper means obtain, or endeavour to obtain, assistance in their work; give or endeavour to give, assistance to any other candidate; or commit any breach of good order.

## Rules for Online Examinations and Formal Assessment Tasks

**Online examinations in all courses are conducted in accordance with the following rules and procedures:**

1. Students must obey any instruction given by an examination supervisor for the proper conduct of the examination.
2. Students must update their Zoom username to their GID and name prior to the commencement of each examination.
3. Students must read and accept the UNSW Plagiarism policy before they begin their exam.
4. If a student arrives more than 20 minutes after the scheduled commencement time they will not be admitted to the online examination room.
5. Students must leave their camera on for the duration of their examination.
6. Students must be in a room by themselves for the duration of the exam. The room must be clear of learning materials, students may be required to scan their room with their camera when asked to do so by the exam invigilator.
7. Students may have a blank paper and pen during the examination to take notes.
8. Students should take note of instructions at the start of each examination as they will not be able to return to them.
9. Students may not leave their work station for any reason without permission.
10. Students must not attempt to communicate with another candidate during the examination.
11. All answers must be written in English unless otherwise stated.
12. Students must not use a dictionary.
13. Students must not search for any information or copy any information from websites.
14. Students must not access any learning materials during examinations.
15. Students must not attempt to record any part of the exam.
16. Students are not permitted to smoke or eat during examinations. Students may have their own water in an unmarked, transparent water bottle with no label at their workstation.
17. Students must not by any improper means obtain, or endeavour to obtain, assistance in their work; give or endeavour to give, assistance to any other candidate; or commit any breach of good order.
18. Should students wish to speak to the invigilator, they must use the Zoom chat function and speak to the invigilator only.

## Online Examinations

Students will require a notebook, desktop or laptop with a microphone, speakers and a camera to complete online examinations. Students will also need access to a reliable internet connection.

## Unauthorised Material

Students must not use any unauthorised materials during online examinations. Examples of unauthorised materials are: bags, motor cycle helmets, hats, caps or other headwear, calculators other than the approved one provided at enrolment, watches, electronic dictionaries or word finders, writing paper, notes, manuscripts or books, pencil cases, food, cigarettes, music players, head phones etc.

## Mobile Phones

Students may bring a mobile phone to their examination work station but it must be switched off and placed under their seat during the examination. Students must not forget to take it when they leave. Use of a mobile phone or any other electronic communication device in during examinations may be regarded as serious academic misconduct.

## Use of Electronic Equipment

Students are required to use the UNSW Foundation Studies approved calculator which was provided to them at enrolment. They must bring this calculator to examinations where a calculator is allowed.

***Do not bring any other calculator to the examination.***

## Breach of Rules

If a student commits any infringement of the rules governing examinations they may be liable to disqualification at the particular examination, to immediate expulsion from the examination room and to further penalty as may be determined by the UNSW Foundation Studies Academic Misconduct Committee.

## Failure to Attend Examinations

If a student is absent from an examination, they may be required to attend an interview to explain their absence. They must bring to this interview all relevant documentation needed to support their explanation. If illness is the cause of the absence, a detailed medical certificate must be provided. Medical certificates must be from a registered practitioner, otherwise they will not be accepted. ***Notification of the details of the interview will be sent to their official Foundation Studies GID email address.***

## Failure to Complete Assessment Tasks

Failure to complete, or to make a serious attempt in any formal assessment task may result in an *Unsatisfactory-Failure* grade, irrespective of marks awarded in other assessment components of a course. This rule applies to all assessment components including laboratory work, studio work, projects, assignments, presentations, essays and examinations. Failure to satisfactorily complete, or to make a serious attempt in any assessment component of the program may result in *No Award* of the UNSW Foundation Studies Certificate.

## Disabilities

If a student suffers from a disability which puts them at a disadvantage in written or practical examinations, they should advise the UNSW Global Student Services as soon as possible. If necessary, special arrangements will be made to meet their requirements.

## Illness/Misadventure Affecting Assessment

If a student is unavoidably absent, or believes their performance during an assessment and/or examination has been adversely affected by sickness, serious family concerns or any other reason, they should apply for consideration by completing the *Request for Special Consideration Due to Illness or Misadventure* form at UNSW Global Student Services.

The application should be made preferably on the day of the assessment and/or examination, but no later than **three working days after the date of the assessment and/or** **examination**. Students should include all supporting evidence, e.g., medical certificates from a registered medical practitioner and screenshots or photos of any technical issues.

The application for consideration of illness/misadventure is evaluated. In most cases one of the following actions is taken:

1. The application is noted, but no further action taken; if they were absent from the examination, a mark of zero, or an Unsatisfactory-Failure grade is given.
2. Other assessment components are re-weighted at the end of the course, to arrive at a final grade.
3. A supplementary examination is given.

## Supplementary Examination

1. A supplementary examination is only given for fully documented and compelling reasons, such as serious medical problems. It is not given merely to resolve borderline performance.
2. A supplementary examination will not normally be given in cases where a student has a poor performance or attendance record or has failed to complete other assessment components in any course.
3. The format of the supplementary examination may differ from the original.
4. Before an offer of a supplementary examination is made, students may be required to attend and perform satisfactorily in an oral test in the course area.

***You should note:***

* 1. The lodging of an application for consideration of illness/misadventure does not guarantee that a supplementary examination will be given.
  2. Supplementary examination details and request outcomes will be notified to students via the school email. It is the student’s responsibility to check their school email account regularly to avoid missing the details of the supplementary examination. Students should contact the UNSW Global Student Services as soon as possible but within three working days after submitting the application.
  3. Any supplementary examination will usually take place within or soon after the advertised examination period. It is the student’s responsibility to be available during this period. Travel bookings, holiday plans or employment obligations are not acceptable reasons for absence from any examination.

## Review of Final Results

Students may apply for a review of a result only after they receive their Statement of Final Results. Students must submit their application on an *Application for Review of Examination Results* form available from the UNSW Global Student Services.

The application must be accompanied by the set fee and received within ten (10) days of the date of publication of Final Results.

A review of a result will ensure that each component of the assessment has been marked and the correct mark recorded. A review of a result is not a detailed reassessment of your standard of knowledge, understanding or skills in the course. Rather, it is a search for accuracy of mark entry and calculation. If a grade is changed the application fee will be refunded.

**Note**

* **Students must make sure they are present at all scheduled examinations and assessment tasks.**
* **Misreading the timetable is not an acceptable excuse for lateness or failure to attend.**
* **Some courses include other forms of assessment such as laboratory work, projects, tutorial exercises, assignments, presentations or tests.**
* **Make sure that they have completed all the required forms of assessment.**
* **It is not an excuse that they failed to attend a lecture or class where instructions or work were given or did not consult the relevant email message, or website notice.**
* **Penalties will be applied for late submission of assignments.**

Satisfactory Academic Progress

# 13

UFS monitors student academic progress using a range of formal and informal measures. These measures include:

1. Diagnostic tests in Mathematics and English

2. Performance in formal examinations

3. Performance in other assessment tasks

4. Tutorial performance as observed by the classroom teacher

These measures of student academic performance guide decisions on whether and when academic intervention is necessary. Students are encouraged to seek advice as early as possible and actively participate in interventions to maximise their opportunity to achieve satisfactory course progress.

## Unsatisfactory Academic Progress

International students who fail to meet their visa conditions relating to satisfactory course progress will be notified in writing of the intention of UNSW Global to report them to the Department of Home Affairs (DHA). The student has 20 working days from the date of the notification within which to access the UNSW Global complaints and appeals process. A student will have their enrolment cancelled if they are reported to DHA for unsatisfactory course progress.

Australian Citizens and Permanent Residents with unsatisfactory attendance and/or fail to achieve satisfactory course progress may have their UNSW Foundation Studies enrolment cancelled.

## Performance Improvement Plan^

Students are responsible for participating in learning activities, completing coursework and submitting assessments. The following actions have been successfully used by students to improve their academic performance:

* Prepare thoroughly for classes and commit to regular revision
* Seek advice and assistance from their classroom teacher when needed
* Attend weekly **Course Consultations** to receive assistance with coursework
* Participate in **Study Club** to further develop academic, study and communication skills
* Attend workshops and consultations offered through the **Learning Support Unit** (LSU) to practice English language skills and learn successful study skills.
* Join the **Conversation Club** to improve confidence in communicating in English

Students should keep a personal record of performance improvement activities they complete so they are able to reflect on what has worked for them. This record will also provide evidence that the student has actively participated in the recommended support and academic interventions.

## ACADEMIC INTERVENTIONS

### Early Intervention

In response to diagnostic tests in Mathematics and English

Diagnostic tests in Mathematics and in English examine elementary literacies and basic course knowledge required for successful completion of the course.

Students who score below a minimum score on these diagnostic tests are issued with a letter advising them of ways to improve their performance in the relevant course. A copy of the letter is placed in the student’s file.

Recommended student actions include:

* Commitment to thorough preparation and regular revision
* Attendance at weekly Course Consultations or Workshops
* Participation in Study Club
* Students who score below the minimum benchmark in the English diagnostic test will be advised to attend a 6-week consultation program in the Learning Support Unit (LSU)

### Informal Interventions

In response to coursework and participation in class activities

Academic staff may determine that a student's performance does not meet expectations as measured by performance on coursework tasks, formative assessments or as measured by the teacher in classroom interactions with the student.

This case-by-case analysis will usually result in an informal (written or verbal) recommendation for a student to implement one or more of the performance improvement actions such as regularly attending course consultations to receive personalised help from course experts.

### Formal Interventions

In response to performance in Term and/or Final Assessment

After the publication of assessment results for each term, or mid-term assessment in the case of the Transition Program, students who receive more than two Fail (F) and/or Unsatisfactory Fail (UF) grades will be considered at risk of failing to achieve Satisfactory Course Progress.

The student will be sent a letter via their UNSW Global email address notifying them that they are “At Risk of Failing to Achieve Satisfactory Course Progress”.

This letter will recommend that the student implements a Performance Improvement Plan^, invites the student to discuss their progress with Student Support and academic staff, and outlines the student’s visa obligations regarding academic performance. A student may be advised to repeat all or part of the program, or transfer to a different program that is more suited to their capability.

A copy of this letter is placed in the student’s file.

**Formal Academic Interventions**

|  |  |
| --- | --- |
| ***Assessment Results*** | ***Intervention*** |
| Academic English results < C | Enrolled in a 10-week consultation program in the Library Support Unit (LSU) and notified of this by letter. A copy of the letter will be placed in the student’s file |
| 3 or more Fail grades  (F or UF) | Formal notification letter   * ‘At-risk of Failing to Achieve Satisfactory Course Progress’. * Agreed Performance Improvement Plan^ * Advised to Repeat or Transfer program |
|  |  |
| GPA > 5 | Interview with class Academic Advisor to discuss performance and study options.   * Recommended actions to improve performance^ |
| GPA 4 – GPA 5 | Interview with Student Performance Advisor   * Recommended Performance Improvement Plan^   Interview with Student Support staff |
|  |  |
|  |  |
| GPA < 4 | Formal notification letter   * ‘At-risk of Failing to Achieve Satisfactory Course Progress’ * Interview with Student Support staff * Advised to Repeat or Transfer program |
|  |  |

## Monitoring Course Progress UNSW Foundation Studies

Any student who receives more than two Fail (F) and/or Unsatisfactory Fail (UF) course grades, or a GPA <4, at any two Term or Mid-Term assessment periods, or based on their final course grades at the end of the program, will be issued with an Intention to Report to DHA.

**FIRST ADVICE, MONITORING AND INTERVENTIONS**

Informal contact by staff, academic advice and/or counselling.

Trigger: **Weak performance in diagnostic tests and/or assessment tasks**

Trigger: **Weak Results for Term Assessment**

**2 or more Fail grades (F or UF) and/or GPA <4**

.

**AT RISK NOTICE**

* Formal notification by letter “At Risk of Failing to Achieve Satisfactory Course Progress
* Contact and counselling – keep records
* Student advised to implement Performance Improvement Plan^

Note:

* Refer to UNSW Global Policies and visa requirements
* For answers to questions about their visa, the student should contact DHA

Trigger: **Weak Assessment Results in subsequent Term or Final Assessment**

and/or GPA < 4

.

**INTENTION TO REPORT / CANCELLATION NOTICE**

* Formal notification by letter “Intention to Report’ for breaching visa conditions in relation to course progress or ‘Cancellation of Enrolment’ for unsatisfactory course progress
* Intervention strategy has been implemented and student has been allowed time for intervention to run its course
* Strict time limit to access internal complaints and appeals process
* International student 20 working days
* Australian Citizens & Permanent Residents 10 working days

Trigger: **No or unsuccessful Appeal**

.

**REPORT to DHA (International Students)**

**CANCELLATION NOTICE (Australian Citizens and PRs)**

# 14

Academic Misconduct and Student Misconduct

## Introduction

Students are reminded that the University and UNSW Global regard academic misconduct as a very serious matter. Students found guilty of serious academic misconduct in a UNSW Foundation Studies course can be excluded from the program. Students who are excluded will not be issued with a Statement of Results or certificate. No portion of the fees will be refunded.

## Academic Misconduct

What constitutes academic misconduct and the possible penalties that can be imposed on UNSW Foundation Studies students found guilty of academic misconduct can be found in UNSW Global’s Student Misconduct Policy. A copy of the policy can be found on UNSW Global’s website under ‘Policies’ <https://www.unswglobal.unsw.edu.au/our-company/policies/>.

#### **Examples of Misconduct Concerning Assessments and/or Examinations**

* taking unauthorised materials into an examination;
* impersonation in examinations;
* permitting another student to copy answers or providing their work (in whole or in parts) to another student in an examination;
* exchanging notes between students in an examination;
* improperly obtaining prior knowledge of an examination paper and using that knowledge in the examination;
* removing an examination paper from an examination room when it is specified that the paper is not to be retained by the student.
* Not following the Examination Coordinator and/or invigilator’s instructions

#### **Examples of Misconduct Concerning Academic Works**

* failing to acknowledge the source of material in an assignment;
* quoting without the use of quotation marks even if the source is acknowledged;
* plagiarism (including self-plagiarism);
* submitting work for assessment knowing it to be the work of another person
* defacing, altering or interfering with the academic works of other students.
* providing their work (in whole or in parts) to another student

#### **Misconduct Through Misrepresentation**

* submitting a falsified medical certificate;
* submitting a falsified academic transcript.
* misuse of electronic attendance system

Two instances of academic misconduct – plagiarism and cheating in exams – are discussed in further detail below in Section 2.1

### 2.1 Specific Examples of Academic Misconduct

The following are two examples of academic misconduct that have been detected frequently in recent years. Penalties imposed on students found guilty of misconduct in these areas have included failure in the course and exclusion from the University for periods as long as five years.

#### **Plagiarism and failure to acknowledge sources**

Plagiarism involves using the work of another person and presenting it as one’s own. Acts of plagiarism include copying parts of a document without acknowledging and providing the source for each quotation or piece of borrowed material. These rules against plagiarism apply whatever the source of the work relied upon may be, whether printed, stored on a compact disc or other medium, found on the World Wide Web or Internet.

Similarly, using or extracting another person’s concepts, experimental results or conclusions, summarising another person’s work or, where there is collaborative preparatory work, submitting substantially the same final version of any material as another student constitutes plagiarism. It is the students’ responsibility to make sure they acknowledge within their writing where they have “sourced” the information, ideas and facts etc.

The basic principles are that they should not attempt to pass off the work of another person as their own, and it should be possible for a reader to check the information and ideas that they have used by going to the original source material. Acknowledgement should be sufficiently accurate to enable the source to be located speedily. If students are unsure whether, or how, to make an acknowledgement they should consult their lecturer or tutor.

The following are some examples of breaches of these principles:

* + 1. Quotation without the use of quotation marks. It is a serious breach of these rules to quote another’s work without using quotation marks, even if one then refers to the quoted source. The fact that it is quoted must be acknowledged in their work.
    2. Significant paraphrasing, e.g., several sentences, or one very important sentence, which in wording are very similar to the source. This applies even if the source is mentioned, unless there is also due acknowledgement of the fact that the source has been paraphrased.
    3. Unacknowledged use of information or ideas, unless such information or ideas are commonplace.
    4. Citing sources (e.g., texts) which you have not read, without acknowledging the ‘secondary’ source from which knowledge of them has been obtained.

These principles apply to both text and footnotes of sources. They also apply to sources such as teaching materials, and to any work by any student (including the student submitting the work) which has been or will be otherwise submitted for assessment. Students must obtain the prior approval of their lecturer or tutor if they wish to submit to that lecturer or tutor an essay substantially similar to one which has already been, or will be, submitted to another lecturer or tutor.

Please note self-plagiarism is also considered as a form of plagiarism and therefore be identified as academic misconduct. ‘Self-plagiarism’ occurs where an author republishes their own previously written work and presents it as new findings without referencing the earlier work, either in its entirety or partially. Self-plagiarism is also referred to as 'recycling', 'duplication', or 'multiple submissions of research findings' without disclosure. In the student context, self-plagiarism includes re-using parts of, or all of, a body of work that has already been submitted for assessment without proper citation.

Using the principles mentioned above about proper acknowledgement, students should also proceed on the general assumption that any work to be submitted for assessment should in fact be their own work. It ought not be the result of collaboration with others unless their lecturer or tutor gives clear indication that, for that assignment, joint work or collaborative work is acceptable. In this latter situation, they should specify the nature and extent of the collaboration and the identity of their co-workers. Students should note that essays and written assignments may be tested for a match, i.e., source documents on the Internet.

#### **Unauthorised Materials in Exams**

The possession of unauthorised materials in exams is another common example of academic misconduct. The University’s rules for the conduct relating to examinations state that no materials are to be brought into the examination room other than those specified in the examination timetable.

The following are examples of materials which would be regarded as unauthorised:

* 1. A bag, writing paper, blotting paper, manuscript or book, other than the specified material;
  2. A mobile telephone unless it is switched off and placed under the candidate’s seat for the duration of the examination;
  3. Written or printed notes of any kind or size;
  4. Writing on the hand or any other part of the body;
  5. Writing on a ruler or any other instrument;
  6. A calculator other than the approved calculator provided at enrolment, or hand-held computer.

It does not matter whether or not the notes or writing are related to the exam. It does not matter that the notes are inside your pocket. It also does not matter that writing on the body is illegible. It is academic misconduct simply to be in possession of such notes and writing, or to have writing on your body, in the first place. It does not matter if the examination is being conducted online or face to face in an examination room.

There are simple steps that students can take to ensure they do not infringe the University’s rules for examinations.

* Read the examination timetable carefully and make sure they fully understand what materials are permitted in the exam.
* Place all bags and belongings outside or at the front of the room before the exam commences.
* Check their pockets and any writing materials allowed into the exam to ensure that they do not have any notes in their possession.
* Listen carefully to the instructions given to them by the examination supervisor. Ask for assistance if they have any questions about the rules and arrangements for the examination.
* Surrender any unauthorised notes or other materials before the exam begins: if students are found with these after the exam commences, they will have broken the examination rules.
* For online examinations, read the Online Exam Information carefully prior to the exam and comply with the Online Examination Rules and Regulations.

## Student Misconduct

### 3.1 University Rules and Codes of Conduct

The University of New South Wales’ Student Code applies to all UNSW Foundation Studies students. What constitutes student misconduct and the possible penalties that can be imposed on UNSW Foundation Studies students found guilty of student misconduct can be found in UNSW Global’s Student Misconduct Policy. A copy of the policy can be found on UNSW Global’s website under ‘Policies’ <https://www.unswglobal.unsw.edu.au/our-company/policies/>

# 15

UNSW Library Guide

## Getting started at UNSW Library

Use your UNSW student ID card:

* to borrow
* to print or copy in the Library

Using zID and zPass:

* to access online resources
* to make room bookings
* to use Library computers

Students can log in to [MyLibrary](https://primoa.library.unsw.edu.au/pds?func=load-login&institute=UNSW&calling_system=primo&url=http://primoa.library.unsw.edu.au/primo_library/libweb/action/myAccountMenu.do?vid=UNSW) with their zID and zPass to check loans and due dates, renew loans, track their reservations and manage their room bookings. This also ensures full access to the Library’s online resources.

Students should check their email regularly for messages from the Library.

Return borrowed items by the due date to avoid fines and always return loans before travelling away from Sydney.

### Library space and facilities

UNSW Library provides flexible study spaces for students. Facilities include:

* quiet and group study spaces
* physical collections including books and journals
* computers, wireless access and power points
* printing and copying facilities

Check the Library website [library.unsw.edu.au](http://www.library.unsw.edu.au/) for details of opening hours.

**Online resources**

So that students get the most out of their studies, UNSW Library provides 24/7 access to online resources including databases, e-journals, e-books and streaming audio & video, which can be used anywhere in the world.

Log in to [MyLibrary](https://primoa.library.unsw.edu.au/pds?func=load-login&institute=UNSW&calling_system=primo&url=http://primoa.library.unsw.edu.au/primo_library/libweb/action/myAccountMenu.do?vid=UNSW) with your zID and zPass for full access.

[UNSW Library Course Guides](http://subjectguides.library.unsw.edu.au/subjectguides) are a good starting point for accessing key resources in your area of study.

### ELISE | Informing your studies

[ELISE](http://subjectguides.library.unsw.edu.au/elise) is an online tutorial designed to introduce new students to studying at UNSW. As a Foundation Studies student it is important to work through ELISE as you learn about:

* finding and evaluating information
* the academic writing process and plagiarism and how to avoid it

### Getting help

Ask a question [online](http://unsw.custhelp.com/) or visit us at a Help Zone in the:

* Main Library ([Map Ref F21](http://www.facilities.unsw.edu.au/sites/all/files/KENC_Campus_Map_2.pdf) Kensington campus)
* Law Library ([Map Ref F8](http://www.facilities.unsw.edu.au/sites/all/files/KENC_Campus_Map_2.pdf) Kensington campus)
* Paddington Library ([Block A](http://www.facilities.unsw.edu.au/sites/all/files/PaddingtonCampus_Dec14.pdf), Paddington Campus)

Submission of Assignments and Projects

# 16

## Assignment and Project Policy

1. Assignments, essays and projects may have a cover sheet specific to each course which will be supplied by the students’ teacher. The cover sheet may include:
   * Student identification number
   * Tutorial group
   * Name of tutor
   * Assignment title
   * Due date
   * Number of words
   * A declaration/signature acknowledging source material and verifying that the assignment is the student’s own work.
2. Students must retain a copy of each assignment.
3. Projects and assignments developed for assessment in one course are not to be used either in full or in part for assessment in any other course.
4. Students may be charged with academic misconduct if they submit a formal assessment task or project knowing it to be their own work ‘self-plagiarism’ or the work of another person, unless the work done has been documented and justified, or is required to be done by an expert.

## Late Assignment and Project Policy

Marks may be deducted at the rate of 10% of the total mark available for each day late up to 10 working days. Normal *Illness/Misadventure Affecting Assessment* procedures will apply.

Extensions of time for submission of assignments and projects may be granted only in the most unusual circumstances and must be applied for prior to the due date. Requests for extensions received after the due date of assignments, will not be accepted.

# 17

Practical Assessment   
in Design

## Rules and Procedures for Studio and Design Studies Assessments

### General Information

* All students must attend all design classes throughout the program and be present at the scheduled commencement time for each class.
* In addition to working during Studio classes, it is expected that students will also work independently on the projects outside Studio, in their own time (minimum of 6 hours per week). This applies for the Term 2 Design Studies project.
* For Design Studio and Term 2 Design studies all students must upload their creative work into the digital workbook at least one hour before commencement of class for the teacher to check the work in advance. Students must be prepared (including having materials ready) each week to continue working on projects through the class time.
* Students are to check the Student Material List which is on Moodle in Course Overview and ensure they have the correct modelmaking equipment at the beginning of the course. Note, Design Skills videos on Moodle discuss materials and equipment in more detail.

### Submission of Design Studio and Design Studies Projects

* There are four assessable projects(two studio projects in Term One, one studio project in Term Two and one Design Studies project in Term 2) which need to be executed throughout the program and submitted through the Assessment area in Moodle. Further information is in the learning guides and will be provided during classes in the weeks preceding the due submission date for each project.
* All projects must be submitted on the due date, at the scheduled commencement time of the class. If there is a valid issue which means a student is unable to submit on time, this needs to be discussed with the teacher in advance.
* Students may be charged with academic misconduct if they submit a project knowing it to be wholly or partially the work or the ideas of another person.

### Failure to Submit Completed Design Projects on Time

* If students are late submitting work, they must lodge an Illness/Misadventure Form within three days, providing a reason for their lateness or absence.
* **Lateness or failure to submit work *at the specified time*, on the due date if the deadline is missed is likely to result in zero marks or a UFgrade being given.**
* It is the responsibility of the student to contact the Design Co-ordinator within three days of the deadline regarding submission of the work. Failure to do this will result in a zero mark being awarded.
* Students are advised that the lodging of an application for consideration of illness/misadventure does **not** guarantee that their reason will be accepted as valid.

# 18

Use of IT Resources

## Using Information Technology Resources

For full information on how to access all IT resources (classroom computers, Intranet, Moodle, Wi-Fi, etc.) and all the policies (rules) of usage, please go to the following website:

<https://my.unswglobal.unsw.edu.au/>



# 19

Release of Academic Results

## Release of Academic Results

1. The UNSW Foundation Studies Certificate is awarded to students who complete the program of studies and assessment. The Certificate is accompanied by a Statement of Results. A statement of attendance is included on the students Statement of Results.
2. Academic Results will be withheld if there are outstanding tuition fees, debts or fines (e.g., from UniLodge, other accommodation providers, UNSW Library, etc.).
3. Individual Standard Term 1 results are released early in Standard Term 2 and will be available to view on the Student Portal.
4. Results of some assignments and other assessments will be published online and accessed using students secure logon and password details.
5. Final Results will be posted to an address nominated by the student towards the end of the program, as well as being available online. University, Diploma and repeat offers will be sent by mail at about the same time to an email address nominated by the student.
6. Academic Results will be sent to agents, other educational institutions and the Universities Admissions Centre to facilitate applications and transfers.
7. Academic Results, as well as details of student involvement, attendance and progress in the program, may be provided to a parent, guardian or sponsor if specifically requested, or if there is reasonable concern for the health or welfare of a student in the program. If a student has an objection to this policy, the matter may be discussed with a senior academic staff member.
8. Academic Results and details of student involvement and progress in the program will not normally be provided to other persons or relatives. It is an individual student’s decision to convey personal information to parties other than those mentioned above.

#### **Warnings on Applying directly to Universities or Using Agents!**

* Please be aware that all Australian universities verify individual student performance in UNSW Foundation Studies
* Do not attempt to falsify academic results or gain admission to university by fraudulent means. Any fraud or misrepresentation will be reported to the Police and to the Department of Home Affairs (DHA) which controls immigration and student visas. Serious penalties apply, including cancellation of student visas and deportation from Australia.
* Do not seek the services of agents, or pay fees to anyone who claims they can get you into a university program for which you are clearly not qualified. If a student’s marks are not high enough they cannot pay a fee to anyone to gain admittance into a university program.

# 20

Withdrawal and Refund   
of Fees

## Withdrawal and Refund of Fees

The UNSW Foundation Studies Refunds and Fees Policies sets out the amount of any refund due in circumstances where you withdraw from a program or transfer to another Program. A copy of the Refunds and Fees Policy can be found on the UNSW Global website under ‘Policies’ <https://www.unswglobal.unsw.edu.au/our-company/policies/>.

# 21

Attendance Monitoring

## UNSW Foundation Studies Attendance Monitoring and Reporting Procedure

* 1. All students are required to login to Moodle and complete the Daily Check-in before their first class each day.
  2. Students are expected to attend all classes and lectures.
  3. Electronic class rolls are marked and regular formal attendance checks are conducted during the program. Consistent lateness to class is also taken into consideration when determining attendance levels. Absences and extent of lateness are recorded electronically and included in the calculation of attendance whether or not medical certificates are provided by way of explanation.
  4. Students are asked to complete relevant documentation and Explanation of Absence forms in relation to absence for any reason. These are kept with student files for reference and for correspondence with the relevant authorities.
  5. Attendance is important in relation to student visa conditions and for entry to other programs, or requests to repeat a program. All original medical certificates explaining absences should be kept. Note: Medical certificates must be from a registered practitioner, otherwise they will not be accepted.
  6. If students are absent for an extended period, or are required to return home for any reason they are required to inform the Student Services Office as soon as possible.
  7. Information regarding attendance may be provided to a parent, guardian or sponsor if specifically requested, or if there is reasonable concern for the health or wellbeing of a student in the program. If a student has an objection to this policy the matter may be discussed with a senior academic staff member.
  8. Students are able to check their attendance on the student portal.
  9. A record of attendance is included on the Statement of Results.

## Unsatisfactory Attendance

1. The requirement for maintaining Satisfactory Attendance applies to all students in UNSW Foundation Studies programs, including Australian Citizens and Permanent Residents of Australia. This policy is also consistent with the requirements for student visas issued by the DHA.
2. **The requirement for Satisfactory Attendance is that a student must attend at least 80% of scheduled contact hours (with or without medical certificates), for the program.**
3. The purpose of determining whether a student is maintaining Satisfactory Attendance is to alert students, teachers and Student Advisers as early as possible to any problems that may prevent the student from satisfactorily completing the Program. With early intervention the more serious consequences of a student’s continued poor attendance may be prevented.
4. Students who have attendance of **less than 85%** or students who have been **absent for more than five consecutive days** without approval, will be considered at risk of not being able to achieve Satisfactory Attendance and will be formally notified via an email to your official UNSW Foundation Studies email address. A copy of this notification will be placed on the student’s file.
5. Warning and counselling will be provided for students considered at risk of not being able to achieve Satisfactory Attendance. Where possible the Academic Advisers will interview and counsel all students deemed to be at risk.
6. Students who are no longer able to achieve 80% attendance for the program will be considered to have failed to achieve Satisfactory Attendance.

**Overseas students who fail to meet their visa conditions relating to attendance will be notified in writing via your official UNSW Foundation Studies email address, of the intention to report the student to the Department of Home Affairs.**

**This written notice will inform the student that he or she is able to access the UNSW Foundation Studies complaints and appeals process and has 20 working days in which to do so. All students on an International student visa that are reported to DHA for unsatisfactory attendance may have their enrolment cancelled. Australian Citizens and Permanent Residents of Australia who fail to achieve Satisfactory Attendance may also have their enrolment in a UNSW Foundation Studies Program cancelled.**

# 22

Repeat and Transfer Guidelines

**See the advice below to decide whether you qualify to repeat all or part of a Foundation Studies program.**

**Students may not be eligible to repeat a Foundation Studies program if any of the following conditions apply:**

1. They have poor attendance. (The Department of Home Affairs requires all international students to maintain satisfactory current attendance).
2. They have already repeated or restarted a Foundation Studies program twice.
3. They are in breach of your student visa conditions or UNSW Foundation Studies policies
4. Their GPA was less than 3.0. In that case an interview with senior academic staff is required to consider their request to repeat.

**NOTE:** Permission to repeat is conditional on places being available.

**If I am part way through my program, can I repeat?**

Eligible students are normally allowed to repeat/restart a Foundation Program.

**If I have completed a Foundation Studies program can I repeat Standard Term 2 only or am I required to repeat the whole program?**

|  |  |  |
| --- | --- | --- |
| Extended, Standard & Standard Plus | Final GPA less than 5.0 | You will need to repeat the full program |
| Final GPA more than 5.0 | You may be able to repeat Standard Term 2 only |
| Transition Program | Final GPA less than 5.0 | You will not be able to repeat Transition. You may be eligible to repeat the full Standard program |
| Final GPA more than 5.0 | You may apply to repeat the full Transition program |

**Frequently Asked Questions**

**If poor health or other personal problems affected my study, what can I do?**

If health issues or other personal circumstances (e.g. a death of an immediate family member) affected your studies you should provide medical documents to support this explanation.

**If you receive a UNSW offer** it is advised that you accept the offer rather than repeat UNSW Foundation Studies. If you do well in your first year at UNSW you may be able to apply for an internal transfer. Contact the Faculty for advice.

**How do I request to repeat?**

Complete the ‘Request to Repeat’ form, available from the Student Intranet (under ‘Forms’) or the Student Services. Each request will be considered on a case-by-case basis.

**If I repeat, how is my Final GPA calculated?**

|  |  |
| --- | --- |
| Full program repeat or start again (transfer) | Your final GPA will include all assessments of the repeated program. |
| Standard Term 2 Only Repeat | Your final GPA will be based on assessments in the repeated Semester 2 of the program, ***unless*** your stream has courses only offered in Semester 1; in this case, previous results for these courses will also be included in calculating your Final GPA |

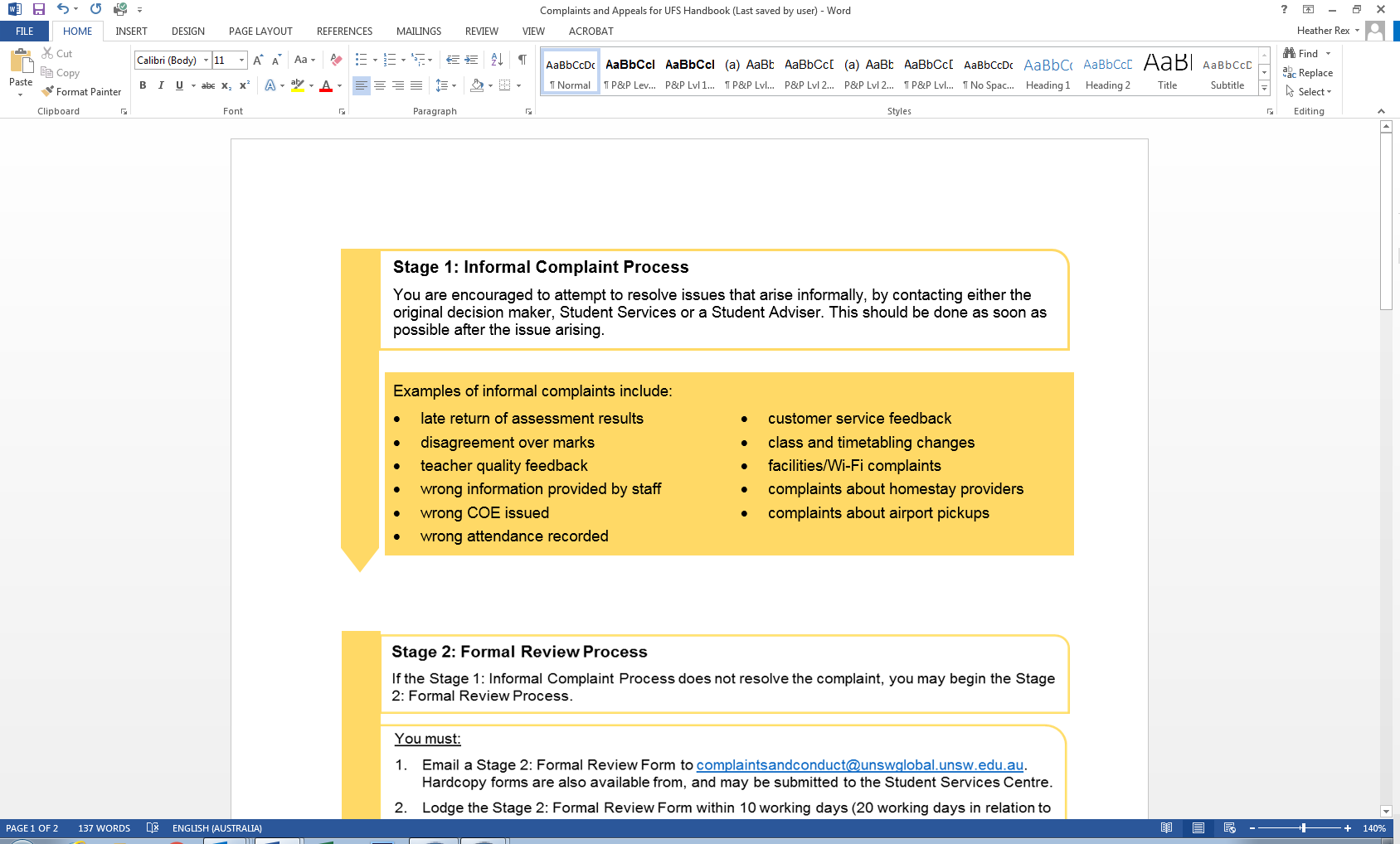
Student Complaints and Appeals Process

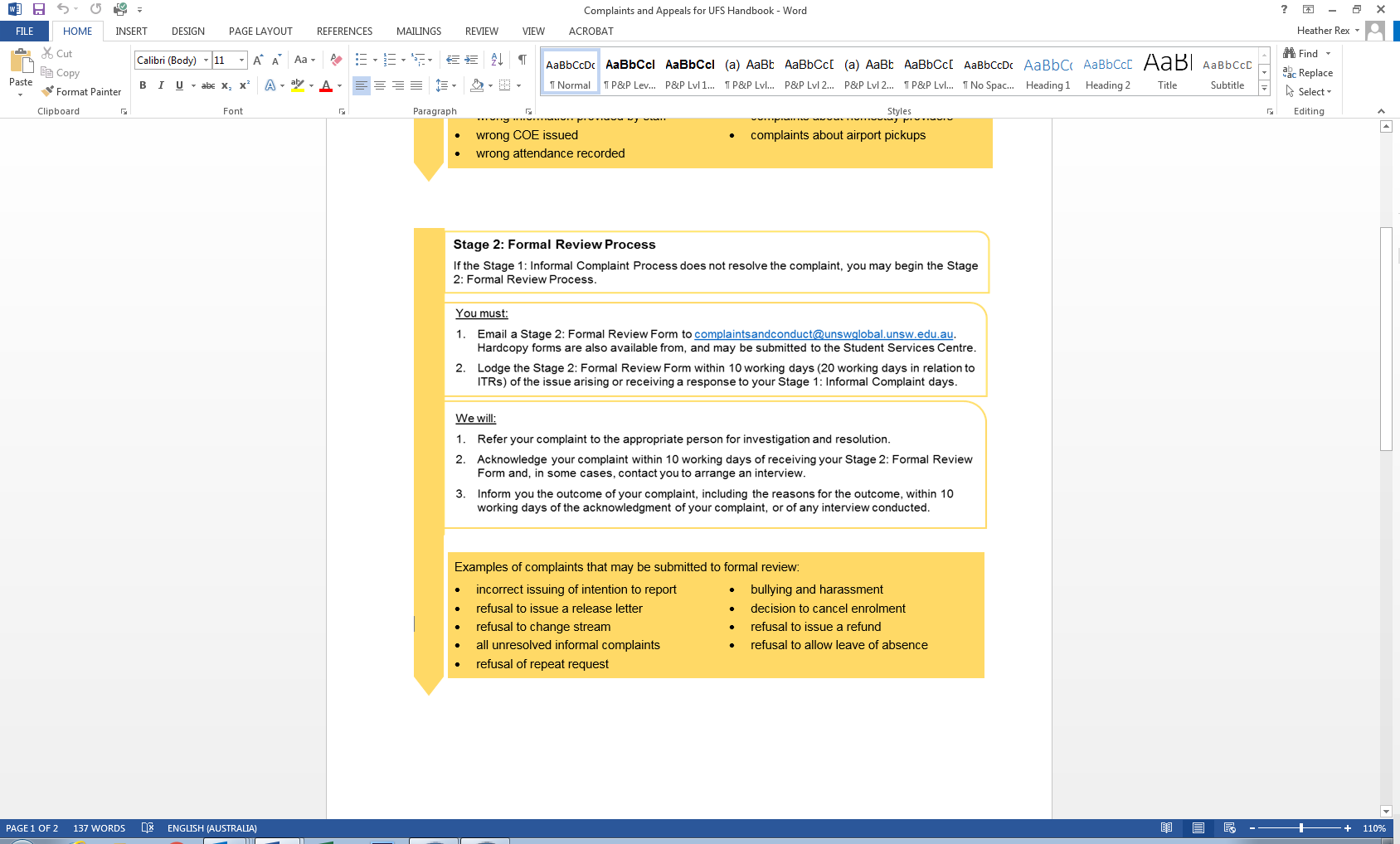
# 23

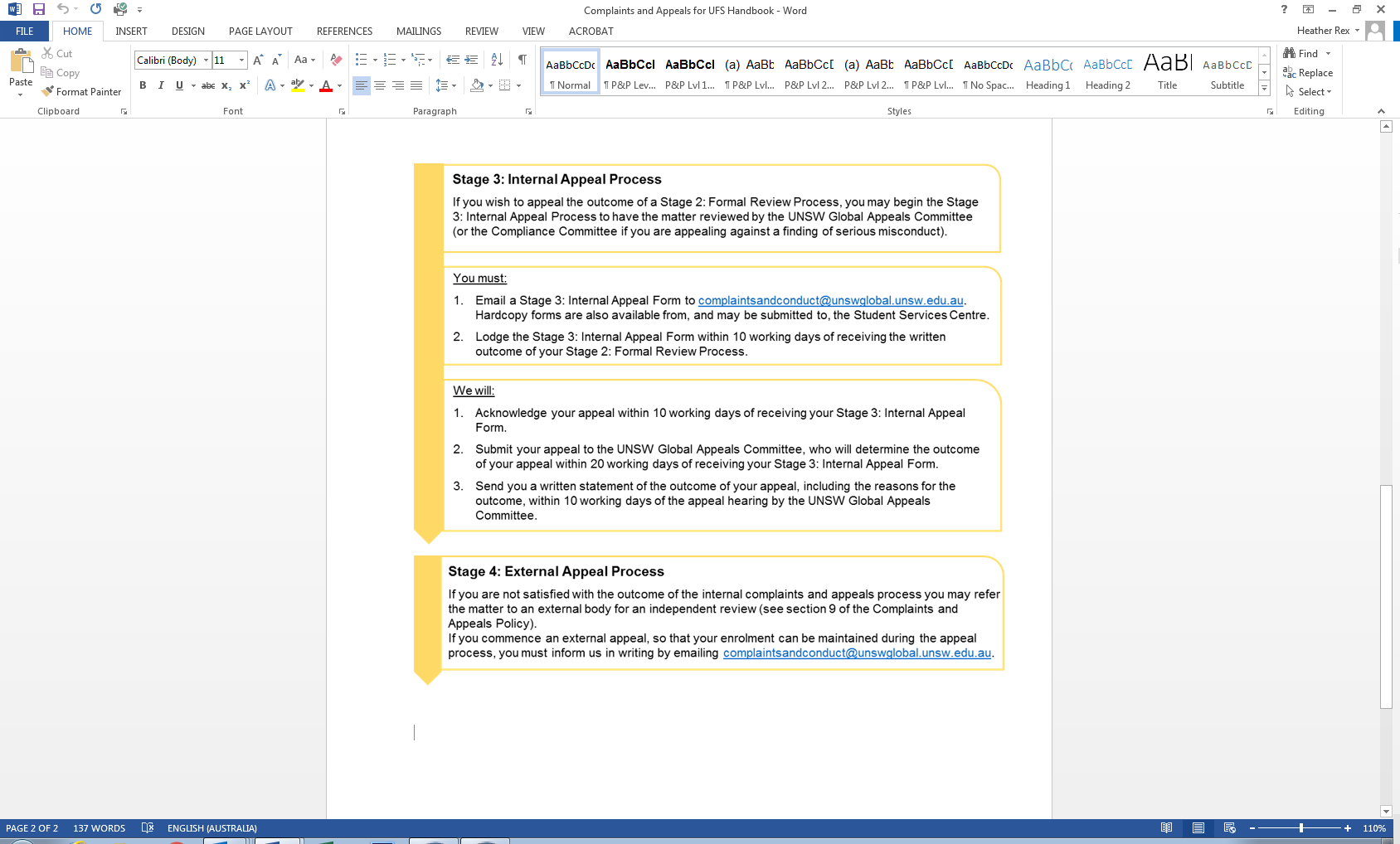
## Guidelines

UNSW Global is committed to delivering a high standard of education and training services to all of its students. One way that UNSW Global fulfils this commitment is by ensuring that all students (both domestic and international) have access to a robust and fair complaints and appeals process. The Complaints and Appeals Policy can be found on the UNSW Global website under ‘Our Policies’.

The process for how complaints and appeals are dealt with under the Complaints and Appeals Policy, is extracted below.







**Section Three**

**Student Support Services**

# 24

Student Life

## Wellbeing Support Introduction

It is important that you look after your health and wellbeing while studying. To achieve academic success students must look after both their physical and mental wellbeing. Having a good night sleep, eating nutritious food, keeping up regular physical activity, finding ways to relax each day and connect with friends and family are all important aspects of your wellbeing. We understand that sometimes students may need some help with looking after their wellbeing, or they might be dealing with some difficult personal circumstances impacting on their studies so we have a team dedicated to providing this type of support- **Student Support Team.**

## Meet your Student Support Team

**Student Support Team**, with professional and well-trained **Student Advisers** provide a range of wellbeing supports to students. Student Advisers, provide direct support as well as referral to specialised support services based on individual student needs. Student Advisers offer support in a number of areas which may be impacting on student’s studies. Below are some examples of main areas of support:

* Settling in issues
* Personal problems
* Relationship issues
* Health issues and class absence due to health issues
* Support to students experiencing distress
* Disability support
* General study support
* Setting study and personal goals
* Managing study and exam stress
* Enrolment options based on individual circumstances

**How can students contact a Student Adviser?**

* Email: [student.support@unswglobal.unsw.edu.au](mailto:student.support@unswglobal.unsw.edu.au)
* Book appointment online (details provided in the Wellbeing supports list below)

In addition, to be able to speak to a Student Adviser, students can access a range of other wellbeing supports. UNSW Global Students living in Sydney have access to **UNSW Health Service** as well **as Mental Health Support** which includes free CounsellingServices. Students also have access to **After Hours Student Mental Health Support Line**, if they need urgent support after hours and on the weekends. You can find contact details for those supports in the Important contacts for Students section

**Will Student Advisers share information I provided them with my teachers or other within UNSW Global?**

No, consultations with Student Advisers are confidential and information will not be shared with your teachers or any other department within UNSW Global. If your circumstances require conversation with a teacher, we will ask for your permission (it is called **consent**) before we speak to anyone about your circumstances.

However, you need to know that there are limits to confidentiality. This includes such circumstances as when you or someone else may be at risk of harm or if information is required by the court of law.

**How often can I meet with a Student Adviser and what happens during the appointment?**

You can meet with a Student Advisers as many times as you wish and as long as you continue needing support we will be there for you. In your first meeting, Student Adviser will have a casual conversation with you, in a safe and private setting (either face to face, over the phone or via virtual appointment) in order to get to know you and gain understanding of your situation and challenges you may be experiencing. In the meeting, Student Adviser may provide you with some information and advice and you can discuss together way you would like to be supported going forward as well as the frequency and the mode of your contact with a Student Adviser. It is also perfectly fine to just have a one meeting with a Student Adviser if you managed to obtain all information and support you needed during the consultation.

**Can student Advisers help me access other support services I may be eligible for?**

Yes absolutely. If you need a more specialised support we encourage you to make an appointment with a Student Adviser to discuss your individual needs and Student Adviser will be happy to provide you with information about other services that may be beneficial for you and may also be able to link you with those services.

## Disability Support

If you have a disability, learning difficulty or experiencing health/mental health issues and require individual support while you study with us, please let us know as soon as possible by contacting Student Support team on: [student.support@unswglobal.unsw.edu.au](mailto:student.support@unswglobal.unsw.edu.au).

**Do I have to share information regarding my disability or medical condition?**

It is your choice whether you share information with UNSW Global with regards to disability or health/mental health condition, however, if you do not let us know, we will not be able to offer you individualised support you might need to assist you in managing your studies.

**If I provide my health information, how is it used?**

In order to issue you with **Equitable Learning Plan (ELP)**, you will be required to provide evidence of disability, learning difficulty or other health issues. This will typically be a medical professional report which must be:

* No longer than 2 years old
* Provided in English
* Must be on official letterhead of the service issuing supporting documentation

Once you advise us that you require additional support, due to disability or health condition, one of our friendly Student Advisers will get in contact you to arrange a meeting in which you can provide us with more information about the type of support you might require and we will create an **Education Support Plan (ELP)**

**What is included in my Equitable Learning Plan (ELP) and who will see it:**

Equitable Learning Plan is a plan which is tailored to individual student needs so therefore will be different for each student. Your Support plan is only shared with staff who is responsible for offering support or ensuring that the plan is implemented by your teachers in class or during your exams. Your Equitable Support Plan does not include your medical diagnosis, it only includes the education adjustments or supports that have been approved for you.

**I have a disability, learning difficulty or health/mental health condition impacting on my studies what are the types of supports that can be offered to me?**

Again, support will vary for each student, depending on your individual needs, but just to give you an idea about which areas of your studies this support can be provided please see list below:

* In class support
* Examination and submitting assessments
* Use of assistive technology
* Referral to other support services

**If I want to apply for Equitable Learning Plan, when should I do this?**

If you require individualised support due to disability it is best to advise UNSW Global as soon as you accepted your offer or within the first week of your enrolment. Applying early means you can have all necessary supports put in place from the very beginning of your program

## Under 18 Students

If you are under 18 years old during your Foundation program please know that there are additional supports available to you to help you manage your studies more effectively. All under 18 students are invited to attend additional workshops which are designed specifically for them.

There are two types of care arrangements for under 18 students:

**If you are Under 18 and Living with your Parent or Guardian:**

* Please ensure to keep your address and the contact details for your guardian current via student portal
* UNSW Global will communicate with your parents and guardian on matters related to your academic progress, attendance and wellbeing
* If you need additional support from a Student Adviser email: [student.support@unswglobal.unsw.edu.au](mailto:student.support@unswglobal.unsw.edu.au)

**If you have been issued with Confirmation of Appropriate Accommodation and Welfare (CAAW)**

If you are living in Sydney without your parent or guardian and have been issued with CAAW this means that you are part of **UNSW Global Under 18 Students Care Program**

As part of this program you are provided with a range of supports which have been put in place in order to support and monitor their welfare.

**Regular Meetings with Student Advisers:** During those meetings Student Advisers will discuss with students all matters related to their studies, their health and wellbeing, social life as well as accommodation. Those meetings are also opportunity for students to ask any questions or concerns they may have. Student Advisers can also make referral to other support services such as doctor or a counsellor. Student Advisers work closely with academic and student accommodation providers.

**Liaising with Parents:** Student Advisers will liaise with parents regrading important matters related to student’s course progress and attendance as well as any health and welfare related issues as well as accommodation matters. Parents wishing to contact Student Advisers should email: [student.suport@unswglobal.unsw.edu.au](mailto:student.suport@unswglobal.unsw.edu.au)

.

**Accommodation Assistance:** U18 Students issued with CAAW can only stay in Accommodation approved by UNSW Global. However, if students are not satisfied with their current accommodation or are experiencing any issues Accommodation Team can assist in resolving those issues and if required, assisting with changing accommodation.

**Transition to UNSW Process:** U18 students who remain U18 at commencement of UNSW Program will be provided with assistance with planning for the gap between programs, securing approved accommodation for the commencement of University as well as providing students with information regarding any seminars they need to attend before commencing at UNSW as an Under 18 students.

**After Hour Emergency Support:** All Under 18 students can access support not only during business hours but also after hours. Students requiring emergency support after hours are advised to contact their accommodation provider emergency number. If the matter is serious Accommodation provider will contact UNSW Global Student Support Staff who is On Call so comprehensive support can be provided to the student in need.

**Liaising with Parents:** Student Advisers will liaise with your parents regrading important matters related to your course progress and attendance as well as any health and welfare related issues and accommodation matters. Parents wishing to contact Student Advisers should email: [student.suport@unswglobal.unsw.edu.au](mailto:student.suport@unswglobal.unsw.edu.au)

**Are there any specific rules U18 students who are issued with CAAW must follow?**

Yes, students must follow a set of rules which have been put in place to support their safety and welfare. Those rules include things like time students have to return to their accommodation, rules about visitors as well as rules regarding attending regular meetings with Student Adviser. Those rules are discussed at Orientation and student’s first meeting with a Student Adviser.

It is important that you follow those rules. If you breach any of the CAAW rules your CAAW may be cancelled which may result in cancellation of your student visa.

Student Adviser will discuss those rules with you in your first meeting and they are also available on Global Student Hub)

# 25

Emergencies, Security  
and Safety

## Important Student Contacts

We have included a list of important student contacts here for you. If you need to access support service which is not listed here please contact Student Advisers on [student.support@unswglobal.unsw.edu.au](mailto:student.support@unswglobal.unsw.edu.au)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Service:** | **Contact details:** | | **Use this service for:** | **Opening Hours** |
| **UNSW Global Contacts:** | | | | |
| **Student Services** | [Enquiries@unswglobal.unsw.edu.au](mailto:Enquiries@unswglobal.unsw.edu.au) or  Phone: +61 2 8236 2222 | | general student enquiries | 9.30 am-5 pm AEST |
| **Student Support** | [Student.support@unswglobal.unsw.edu.au](mailto:Student.support@unswglobal.unsw.edu.au) or  Phone: +61 2 8236 2222 | | Support with your wellbeing, personal issues and disability support | 9.00 am-5 pm AEST |
| **Accommodation Assistance:** | [Accomodation@unswglobal.unsw.edu.au](mailto:Accomodation@unswglobal.unsw.edu.au) | | If you need advice about where to live in Sydney | 9.00 am-5 pm AEST |
| **IT Support:** | [helpdesk@unswglobal.unsw.edu.au](mailto:Accomodation@unswglobal.unsw.edu.au) | | Connection issues and issues accessing student learning platform or student emails | 9.00 am-5 pm AEST |
| **UNSW and Sydney Essential Services Contacts:** | | | | |
| **All Emergencies**  (Ambulance, Police and Fire Brigade) | **000 (Triple Zero)** | | If you, or someone you are with need emergency support | 24/7 |
| **Police Assistance Line:** | **131 444** | | Contacting police about non-urgent matters | 24/7 |
| **UNSW Campus Security** | Emergency on campus line: | Ph: + 61 2 9385 6666 | Help on campus in emergency | 24/7 |
| General security line | Ph: + 61 2 9385 6000 | Non- urgent security assistance |
| **UNSW Health Service** | Phone: +61 2 9385 5425 | | To see a doctor | Hours may vary. To book an appointment click [here](https://www.student.unsw.edu.au/health/appointment) |
| **UNSW Students Mental Health Support**  **(students in Australia)** | UNSW Mental Health Connect | Ph: +61 2 9348 0084 | to be connected with the right mental health support service |  |
| Afters hours Mental Health support~~:~~ | Ph: 1300 787 026 | If you are feeling distressed and need urgent support | 24/7 |
| **Offshore Students  Helpline** | Ph: +61 2 8905 0307 | | If you are outside Australia and need urgent support | 24/7 |
| **NSW Mental  Health Line** | Ph:1800 011 511 | | To be connected with urgent community mental health support | 24/7 |
| **Lifeline** | 13 11 14 | | Mental Health Crisis Support | 24/7 |
| **National Sexual Assault and Domestic Violence Counselling Service** | 1800 Respect, Call: 1800 737 732  You can also report sexual misconduct via UNSW reporting portal. Click [here](https://www.edi.unsw.edu.au/report-sexual-misconduct) to report. | | Support for people who experienced sexual assault or domestic violence | 24/7 |
| **Health Direct:** | Ph: 180 022 222 | | 24 hr health advice | 24/7 |
| **National Coronavirus Helpline** | Ph: 1800 020 080 | | COVID 19 related health enquiries | 24/7 |
| **Kingsford Legal centre** | Ph: +61 2 9385 9566 | | Free legal advice for students | For appointment times click [here](https://www.klc.unsw.edu.au/contact-us) |

**Useful Websites for International Students:**

|  |  |  |
| --- | --- | --- |
| **Name of service/website:** | **Website link:** | **What information can I find there:** |
| **Department of Home Affairs** | <https://www.homeaffairs.gov.au/> | Visa information |
| **NSW Health** | <https://www.health.nsw.gov.au/> | Information about health services, including COVID 19 related information. |
| **Study NSW** | <https://www.study.sydney/> | Information for international students regarding studying and living in Sydney. This website also provides information about support services available to international students |
| **NSW International Student Health Hub** | <https://internationalstudents.health.nsw.gov.au/> | Health relation information and links to other health services. |
| **Scam Watch** | <https://www.scamwatch.gov.au/> | For information about scams and to report a scam |

## Student Code of Conduct – this is just a placeholder (I discussed this idea with Lou to add this section but in needs to be further developed

Note: Make introduction to UNSW Code of Conduct as a code for expectations of behaviour to ensure that we all work in a safe and respectful environment in which all students feel safe and comfortable and can realise their full potential.

If students do not follow the UNSW Code of Conduct this is called Misconduct and there are consequences of breaching the rules of student conduct. There are two types of Misconduct:

Sample intro:

Here at UNSW Global, we as staff, are committed to providing you with an environment that is safe, respectful and in which you can thrive. But it is important that you understand that you as a student play a role in creating and maintaining this environment. All UNSW Students must follow [UNSW Student Code](https://www.gs.unsw.edu.au/policy/documents/studentcodepolicy.pdf). This policy describes expectations of behaviour for students.

If students break the rules of the UNSW Student Code this can be referred to as Misconduct. There are two types of Misconduct:

1. Academic Misconduct – this relates to your academic work (submitting assignments, exams)
2. Non-Academic Misconduct – this relates to your behaviour towards your peers and teachers.

****

Copyright © 2022

All rights reserved. Except under the Conditions described in the Copyright Act 1968 of Australia and subsequent amendments, this publication may not be reproduced, in part or whole, without the permission of the copyright owner.

This publication is revised periodically and is current at the time of printing. The most recent version of this publication and updated and related policies can be found on the websites listed above. UNSW Global Pty Limited ABN 62 086 418 582 is a not-for-profit provider of education and assessment services and a wholly owned enterprise of UNSW Sydney.

UNSW Global Pty Limited delivers English language programs under its CRICOS Provider Code 01020K. UNSW Global delivers the Diploma and UNSW Foundation Studies programs under UNSW CRICOS Provider Code 00098G. See UNSW Global CRICOS Course Codes at unswglobal.unsw.edu.au/about/esos