



UNSW Global Pty Limited	Completion within the Expected Duration of Study Policy	
UNSW Foundation Studies	<input checked="" type="checkbox"/> Internal	<input checked="" type="checkbox"/> External
Responsible Officer	Principal Foundation Studies	
Contact Officer	Assistant Principal	
Authorisation	Principal Foundation Studies	
Effective Date	November 2013	
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Policy ID	FS-009-POL	

1. Preamble

1.1. Purpose

This policy is in place to ensure all students are aware of the circumstances whereby the standard duration of study on all UNSW Foundation Studies Programs can be altered.

1.2. Background

This policy satisfies the requirements of Standard 9 of the National Code 2007.

1.3. Principles

This policy is to ensure that students complete their UNSW Foundation Studies within the designated Program duration, and that appropriate advice is provided to a student when they are at risk of not achieving a Grade Point Average that will enable a further study pathway.

2. Scope

This policy applies to all students in UNSW Foundation Studies Programs including Australian citizens and permanent residents of Australia. The policy also applies to all staff involved in the promotion, recruitment, admission, academic delivery, management or administration of overseas students on student visas.

3. Definitions

3.1. Semester – UNSW Foundation Studies Programs are either one or two semesters in duration and a semester is between 13 weeks and 21 weeks in length.

3.2. Intervention – a student that is at risk of not meeting the academic expectations of UNSW Foundation Studies Programs will receive a written warning and/or be given notification of a formal interview regarding their poor progress.

3.3. Grade Point Average (GPA) is an overall course result calculated and reported at the end of a formal exam period. A GPA is a value between 1 and 10 and is calculated using a combination of the subject weighting and grade point value.

4. Policy Statement

4.1. Monitoring Student Progress

- 4.1.1. All UNSW Foundation Studies (UFS) students study a full-time load of at least 48 units.
- 4.1.2. The UNSW Foundation Year (UFY) Program is broken into two semesters and a major review of student progress is conducted after each formal examination period (Mid-semester exams, Mid-Program Exams, Semester 1 exams, Semester 2/Final exams).
- 4.1.3. The Transition Program is a one semester program and a major review of student progress is conducted after each formal examination period (Mid-program exams, Final exams).
- 4.1.4. After semester 1 or Mid-program exam results are released, all students are interviewed by UFS staff to discuss their future study options based on their academic progress.
- 4.1.5. Students identified as at risk of not successfully completing their Program (students with a GPA of less than 5.0 or more than 2 fail grades) are interviewed by Student Advisors or academic staff. A recommendation to repeat or withdraw from the Program is usually made. Students may voluntarily choose to repeat the full Program or just the final semester of the Program to achieve their desired grade. Students are not permitted to repeat a Program more than once unless they can show clear signs of improvement and commitment to their studies.
- 4.1.6. Earlier "at-risk" interventions do occur in some cases. An early intervention is based on poor performance on diagnostic tests, or on other performance indicators including poor attendance. Mathematics and English diagnostic tests are given in the first weeks of study; students identified as at risk of failing the subject are advised to attend scheduled consultations. Evidence of interventions are kept in a student's file. Evidence of early interventions form a part of the evidence taken into account when making study recommendations (repeat or withdraw) at the end of formal examination periods.

4.2. Course Exemptions and Repeating a UNSW Foundation Studies Program

- 4.2.1. Due to the preparatory nature of the Program, exemptions are not given to any student including a repeating student. This means a repeating student must repeat the Program for the relevant stream of study and for the relevant semester(s) being repeated.
- 4.2.2. Extension to the duration of a program of study is NOT offered.
- 4.2.3. Combined, these UFY policies assure compliance on most aspects of standard 9 of the National Code 2007.

4.3. Course Deferment and Academic Interventions

- 4.3.1. Students will only be allowed to defer their Program under compassionate or compelling circumstances as outlined in the *Student Deferral, Suspension and Cancellation Policy (FS-013-POL)*. All applications are reviewed on a case-by-case basis. In the case where a student defers their studies, they might be required to meet special conditions (e.g. other courses of study to maintain

requisite skills, or the acceptance of a study contract that outlines the level of commitment required to overcome perceived disadvantages from a study deferral).

- 4.3.2. In our key service subjects of Mathematics and English, diagnostic tests are given in the first weeks of study so that academically weaker students can be directed to scheduled, weekly consultations. Evidence of early "at-risk" interventions is kept in a student's file. After semester 1 exams, all students are interviewed by permanent teaching staff to guide them in their future studies. Further, students identified as at risk of not successfully completing the Program (more than two fail grades or GPA of 5.0 or less) are interviewed by Student Advisors or academic staff and a recommendation to repeat or withdraw from the course is usually made, and a record of the intervention is kept in the student's file. Based on a student's results, evidence of early interventions, and demonstrated commitment to studies, a student may be granted permission to repeat the Program of the final semester of the Program to achieve their desired grade.
- 4.3.3. Where a deferment or suspension of study is granted, it is carried out in accordance with UFS policy and Standard 13 of the National Code 2007.
- 4.3.4. If a student is permitted to repeat the second semester of the UNSW Foundation Studies Program, the GPA for this student will be based on second semester subjects only, unless a subject is only offered in semester 1; in that case the student's semester 1 results will become a part of the overall GPA calculation.
- 4.3.5. Students with poor academic progress who choose to repeat their UNSW Foundation Studies Program to achieve a desired GPA will have their course variation registered in PRISMS and a new eCoE issued as required.
- 4.3.6. Except in the circumstances outlined above, the expected duration of study specified in the student's eCoE does not exceed the CRICOS registered course duration.

4.4. Online and Distance Education

- 4.4.1. All UNSW Foundation Studies Programs are primarily conducted face-to-face in a classroom and distance learning is not a significant method of instruction. At no stage will a UFS student be studying more than 20% of their Program remotely.

5. Legal and Policy Framework

This policy complies with the following legislative framework governing the delivery of education to overseas students studying in Australia on a student visa:

5.1. Education Services for Overseas Students (ESOS) Act (2000)

5.2. National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007 (The National Code)

6. Implementation

6.1. Responsibilities

The Assistant Principal is responsible for the implementation, dissemination and review of this Policy.

Each staff member involved in the promotion, recruitment, admission, delivery, management or administration and involved in assessing and counselling students

via early "at-risk" interventions or at the end of the formal examination periods of overseas students on student visas is responsible for the implementation of this policy.

6.2. Student Roles

It is expected that UNSW Foundation Studies students will accept the offers of assistance and advice as provided via early "at-risk" interventions or at the end of formal examination periods.

7. Review

This Policy will be reviewed annually, or upon legislative changes governing the delivery of education services to overseas students on a student visa.

8. Related Policies and Procedures

FS-013-POL: UNSW Foundation Studies Student Deferral, Suspension and Cancellation Policy

FS-012-POL: UNSW Foundation Studies Course Credit Policy