

<i>UNSW Global Pty Limited</i>		<i>Monitoring Course Progress Policy</i>	
<i>UNSW Foundation Studies</i>	<input checked="" type="checkbox"/> Internal	<input checked="" type="checkbox"/> External	
<i>Responsible Officer</i>	Assistant Principal		
<i>Contact Officer</i>	David West		
<i>Authorisation</i>	Principal Foundation Studies		
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<i>Superseded Documents</i>			
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<i>Policy ID</i>	FS-010-POL		

1. *Preamble*

1.1 *Purpose*

This policy is in place to ensure UNSW Foundation Studies students are informed of the requirements for satisfactory course progress and these students have access to academic counselling and support to help them achieve their academic potential.

1.2 *Background*

This policy satisfies the requirements of Standard 10 of the National Code 2007.

1.3 *Principles*

UNSW Foundation Studies (UFS) offers a high quality university-enabling program and recognises that students from an international education background need the opportunity and support to make superior educational decisions.

The purpose of determining whether a student is maintaining Satisfactory Course Progress is to alert students, teachers and Student Support staff 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 unsatisfactory academic performance may be prevented.

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

UNSW Foundation Studies is an education group of UNSW Global Pty Limited, a not-for-profit provider of education, training and consulting services and a wholly owned enterprise of the University of New South Wales, CRICOS Provider No 00098G.

Diagnostic tests are non-assessable examinations in Mathematics and English that are designed to assess the assumed knowledge in a subject. Diagnostic tests are administered to students in their first weeks of study to determine their ability to cope with the academic rigors of the subject and program.

Consultations are non-compulsory face-to-face classes where students can receive one-on-one assistance with problems they are experiencing in a particular Subject. Consultations are scheduled weekly in all UNSW Foundation Studies subjects.

Semester – all UNSW Foundation Studies programs are one or two semesters in duration, and a semester is between 13 weeks and 21 weeks in length, not including exam periods and holidays.

Intervention – a student who 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 unsatisfactory progress.

Grade Point Average (GPA) – is an overall result calculated and reported at the end of a formal exam period. A GPA is a value between 0 and 10 and is calculated using a combination of the subject weighting (units of credit) and the grade point value.

Fail grade (F) – a fail grade carries no grade points.

Unsatisfactory Fail grade (UF) – Failure to participate in or complete formal assessment component.

Satisfactory Course Progress – Satisfactory Course Progress is determined by two factors:

- A student's ongoing involvement and progress towards achieving program outcomes, as demonstrated by satisfactory participation in and completion of formal assessment components scheduled throughout the program.
- Academic Achievement as shown by a student's Assessment results with no more than 2 Fail or Unsatisfactory-Fail grades in any program.

4. Policy Statement

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

1. Diagnostic tests in Mathematics and English subjects
2. Performance in Mid-semester, Mid-program, Semester 1 and Final examinations
3. Performance in other assessment tasks
4. General class performance as observed by the classroom teacher

These measures of student performance guide decisions on whether an academic intervention is necessary.

1a. Diagnostic test in Mathematics (early intervention)

The Mathematics diagnostic test examines elementary/basic mathematical competency or assumed knowledge. Students that score below a set score on the mathematics diagnostic test are issued with a letter advising them to attend weekly consultations and generally improve their commitment to their studies, to improve their mathematics skills. They are also invited to discuss their options (including transferring to a stream with a lower level of mathematics) with the Head of Mathematics. A copy of this letter is placed in a student's file.

1b. Diagnostic test in English (early intervention)

The English diagnostic test examines elementary/basic English competency or assumed knowledge. Students that score below a set score on the English diagnostic test are issued with a letter advising them to attend a consultation program in the Library Support Unit (LSU). Copies of these letters are placed in a student's file.

2a. Performance on Mid-semester Examinations (Standard Plus only) (early intervention)

After the completion of the mid-semester examinations, students who achieve more than two Fail (F) or Ungraded Fail (UF) grades are issued with an "At Risk of Failing to achieve Satisfactory Course Progress" letter. This letter recommends that the student attends regular consultations, invites the student to discuss their progress with Student Support and academic staff, and outlines the student's visa obligations regarding academic performance. A copy of the letter is placed on the student file.

2b. Performance on Semester 1 and Mid-program examinations (formal intervention)

i) At Risk Formal Intervention (more than 2 Fail or Unsatisfactory-Fail grades)

After the completion of the mid-program (Transition) and Semester 1 (Standard and Standard Plus programs) examinations, students who receive more than 2 Fail or Unsatisfactory-Fail grades in individual subjects, will be considered at risk of not being able to achieve Satisfactory Course Progress, and will be formally notified to this effect. This letter recommends that the student attends regular consultations, invites the student to discuss their progress with Student Support and academic staff, and outlines the student's academic obligations. In more serious cases, a student is 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 the letter is placed on the student file.

For students studying the Standard Plus program; if an "at risk" letter was issued after the Mid-Semester examinations, the student will be considered to have failed to achieve Satisfactory Course Progress. Overseas students who fail to meet their visa conditions relating to satisfactory course progress will be notified in writing of the intention to report the student to the Secretary of the Department of Education, Employment and Workplace Relations (DEEWR) through PRISMS for not achieving satisfactory course progress. 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.

ii) At Risk Formal Intervention (GPA less than 5.0)

Any student who receives a GPA of less than 5.0 after their Semester 1 and Mid-program examinations are required to attend an interview with Student Support staff. This includes those students who were issued an "at risk of not being able to achieve "Satisfactory Course Progress" notification for more than 2 Fail or Unsatisfactory-Fail grades (see 2b part I above).

iii) Academic progress interviews (all students)

All students, including those students with a GPA of 5.0 or above, are invited to attend an interview with academic staff to discuss their performance and study options.

iv) English Language Formal Intervention

Students who perform poorly on their Semester 1 English exam (and are not already part of the interview program for students with a GPA of less than 5.0), are issued with a letter advising them to attend a consultation program in the Library Support Unit (LSU). A copy of this letter is placed in a student's file

2c. Performance on Final Examinations (formal intervention and reporting)

Students who have more than 2 Fail or Unsatisfactory-Fail grades in individual subjects in their Final results will be considered to have failed to achieve Satisfactory Course Progress.

Overseas students who fail to meet their visa conditions relating to satisfactory course progress will be notified in writing of the intention to report the student to the Secretary of the Department of Education, Employment and Workplace Relations (DEEWR) through PRISMS for not achieving satisfactory course progress. 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. A student may have their enrolment cancelled when they are reported to DIAC for unsatisfactory course progress.

Australian Citizens and Permanent Residents of Australia who fail to achieve satisfactory attendance and performance benchmarks may have their UNSW Foundation Studies enrolment cancelled.

3 & 4. Performance in other assessment tasks, General class performance as observed by the classroom teacher

Academic staff may determine that a student's performance is not meeting expectations as measured by performance on classroom assessment tasks, 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 attend regular, one-on-one consultations, which are scheduled at least once per week for all subjects.

Recording of Results

Student results are recorded on the UNSW Foundation Studies database (SAM) and are published online after Mid-Program, Mid-Semester, Semester 1 and Final Examinations and include other assessment tasks conducted throughout the program.

Publishing of Results

Student grades for each subject and an overall numerical GPA for the program are published on the UFS Student Intranet at the end of the Mid-Semester 1, Mid-Program, Semester 1 and Final examination periods. Formal academic transcripts are also provided after the Final examination period and a transcript for Semester 1 or Mid-Program results is available on request.

Documentation and Application of Course Progress Policy

The course progress policy as outlined above and as appears on the website and intranet, and in a modified form in the UNSW Foundation Studies Student Handbook, is implemented at the end of each formal exam period or as required.

This policy is also available on the UFS staff intranet and is referred to in the UFS staff induction documentation.

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:

- Education Services for Overseas Students (ESOS) Act 2000
<http://www.comlaw.gov.au/comlaw/management.nsf/lookupindexpagesbyid/IP200401844?OpenDocument>
- National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007 (The National Code 2007)
<http://aei.dest.gov.au/AEI/ESOS/NationalCodeOfPractice2007/Default.htm>

6. *Implementation*

6.1 Responsibilities

UNSW Foundation Studies must comply with the ESOS Act and its regulations. Each staff member involved in the promotion, recruitment, admission, delivery, management or administration of overseas students on student visas is responsible for the implementation of this policy.

6.2 Staff Roles

UNSW Foundation Studies Staff involved in assessing and counselling students must adhere to the procedures as outlined in this policy.

6.3 Student Roles

It is expected that UNSW Foundation Studies students will accept the offers of assistance and advice as provided during formal or informal interventions.

7. *Review*

The Assistant Principal will review this policy annually, or in case of legislative changes governing the delivery of education services to overseas students on a student visa.

8. *Attached Documentation*

NA

9. *Related Policies and Procedures*

FS-008-POL: UNSW Foundation Studies Complaints and Appeals Policy

FS-009-POL: UNSW Foundation Studies Completion Within Expected Duration Policy

FS-011-POL: UNSW Foundation Studies Monitoring Attendance Policy

FS-016-POL: UNSW Foundation Studies Staff Recruitment and Induction Policy

FS-017-POL: UNSW Foundation Studies Assessment Policy