



UNSW Global Pty Limited		Course Credit Policy	
<b>UNSW Foundation Studies</b>	<input checked="" type="checkbox"/> Internal	<input checked="" type="checkbox"/> External	
<b>Responsible Officer</b>	Principal Foundation Studies		
<b>Contact Officer</b>	Assistant Principal		
<b>Authorisation</b>	Principal Foundation Studies		
<b>Effective Date</b>	October 2009		
<b>Modifications</b>	November 2013		
<b>Superseded Documents</b>	FS-012-POL V.1.02		
<b>Review Date</b>	October 2014		
<b>Policy ID</b>	FS-012-POL		

**1. Preamble**

**1.1. Purpose**

This policy is in place to ensure all students are aware of the fact that due to the preparatory nature of all UNSW Foundation Studies Programs course credit is NOT offered. This policy satisfies the requirements of Standard 12 of the National Code 2007.

**1.2. Background**

This policy satisfies the requirements of Standard 12 of the National Code 2007.

**1.3. Principles**

A university undergraduate course relies on fundamental academic skills including English language skills. As an enabling course for further undergraduate studies, UNSW Foundation Studies does NOT offer course credit in recognition of the fact that a recent measure of skills is necessary to determine the readiness of a student for undergraduate studies.

**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. Stream – the UNSW Foundation Studies Program offers several streams of study within the discipline domains of Commerce, Arts, Design and Science. A student will select a particular stream of study based on their ability, interest and appropriateness for the desired undergraduate program.

#### **4. Policy Statement**

##### **4.1. Granting of Course Credit for UNSW Foundation Studies Courses and Programs**

4.2. Due to the preparatory nature of the UNSW Foundation Studies Program, exemptions are NOT given and a repeating student will repeat all subjects for one or both semesters for a stream of study. This policy position guarantees compliance on standard 12 of the National Code.

#### **5. Legal and Policy Framework**

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

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

5.3. 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.

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 and representatives involved in assessing student applications and advising students on course credit must adhere to the rules on course credit as outlined in this policy.

#### **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-008-POL: UNSW Foundation Studies Complaints and Appeals Policy