



Course Progress Policy

Policy Name	UNSW Foundation Studies Course Progress Policy
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Responsibility	Manager, Teaching Operations
Approved By	Jon Ireland

1. Preamble

This policy is in place to ensure students are informed of the requirements for satisfactory course progress.

2. Scope

This policy applies to all students in UNSW Foundation Studies programs including Australian citizens and permanent residents of Australia. International students on student visas must be aware of the need to comply with student visa conditions relating to course progress. The policy also applies to all UNSW Foundation Studies 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

The University of New South Wales (UNSW) CRICOS Provider No 00098G.

4. Terminology

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

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



5. Policy Statement

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. Policy Implementation

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.

7. Policy Review

The Manager, Teaching Operations 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. Policy Content and Procedures

8.1 Course Progress Monitoring

Student progress is monitored using a range of formal and informal measures.

- Informal diagnostic tests early in a student's study program are used to identify weaknesses at an early stage leading to the use of strategies to assist student to achieve satisfactory course progress.
- Formal testing in class based assessments and examinations in formal examination periods.
- All students have academic guidance interviews after the Semester 1 examinations to discuss course progress and undergraduate study options.

8.2 Course Progress Recording

Student results are recorded on the Student Administration System and are published online after Mid Semester, Semester 1 and Final Examinations as well as other assessment tasks throughout the program.

Records of Academic Guidance interviews with in the International Student Advisers are filed on the Student Administration System and a copy of the "At Risk of Failing to achieve Satisfactory Course Progress" is placed on the student file.



8.3 Course Progress Assessing

Results are assessed against the course progress requirements as follows:

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

8.4 Students at risk of not achieving satisfactory Course Progress

Students, who have more than 2 Fail or Unsatisfactory-Fail grades in individual subjects in their Semester results, will be considered at risk of not being able to achieve Satisfactory Course Progress, and will be formally notified to this effect. A copy of this notification will be placed on the student's file.

Counselling and intervention will be provided for students considered at risk of not being able to achieve Satisfactory Course Progress. The International Student Advisers will interview and counsel all students deemed to be at risk. Academic support and guidance will be provided and ongoing one-on-one consultations provided in each academic subject for these students.

8.5 Students who fail to achieve satisfactory Course Progress

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 DEEWR 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.

Australian Citizens and Permanent Residents of Australia who fail to achieve satisfactory attendance can have their enrolment in UNSW Foundation Year cancelled.

9. Additional Guidelines

Failure to participate in or complete formal assessment components may result in Fail grades (F) or Unsatisfactory-Fail grades (UF) for these components and are reported in a student's Semester GPA and Final GPA results.

The purpose of determining whether a student is maintaining Satisfactory Course Progress 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 academic performance may be prevented.

All documents in regards to monitoring Course Progress will be kept on the student's file.