



UNSW Foundation Studies Completion within the expected duration of study Policy

Policy Name	UNSW Foundation Studies Completion within the expected duration of study policy
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Responsibility	Head of Academic Programs
Approved By	Jon Ireland

1. Preamble

This policy is in place to ensure all students are aware of the limited and well-defined circumstances whereby the standard duration of study on all UNSW Foundation Studies courses can be altered. This policy satisfies the requirements of Standard 9 of the National Code 2007.

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

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

4. Terminology

Semester – all UNSW Foundation Studies courses are one or two semesters in duration, and a semester is between 13 weeks and 21 weeks in length. The start and finish date for each semester is unalterable.

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



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 Associate Director (Academic) 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

National Code Standard 9 (9.1):

All UNSW Foundation Year students study a full-time load of at least 48 units.

The UFY course is broken into two semesters and a major review of student progress is conducted after each formal examination period (mid-semester exams, Semester 1 exams, Semester 2 exams).

After semester 1 exam results are released, all students are interviewed by permanent teaching staff to discuss future study options based on academic progress.

Students identified as at risk of not successfully completing the course (GPA of 5.0 or less) are interviewed by Student Advisors and a recommendation to repeat the course is usually made. Students may voluntarily choose to repeat the full course or just the final semester of the course to achieve their desired grade.

Earlier interventions do occur and are usually based on poor performance on diagnostic tests, or based on 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 required to attend compulsory consultations. Evidence of interventions are kept in a student's file.

Due to the preparatory nature of the course, exemptions are not given to any student including a repeating student. This means a repeating student must repeat all subjects for the relevant stream of study and for the relevant semester(s) being repeated.

Extension to the duration of a program of study is NOT offered.

Most courses are conducted in a classroom and distance learning is not a significant method of instruction. At no stage will a UFS student be studying more than 10% of their course remotely.



FOUNDATION STUDIES

National Code Standard 9 (9.2):

Due to the preparatory nature of the course, exemptions are not given to any student including a repeating student. Further, extension to the duration of a program of study is NOT offered. Combined, these UFY policies guarantee compliance on most aspects of standard 9 of the National Code 2007.

- a) Students will only be allowed to defer their course under compassionate or compelling circumstances as outlined in the Student Deferral, Suspension and Cancellation Policy SMP1. 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 to ensure ongoing content familiarity).
- b) 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 compulsory consultations. Evidence of early interventions are kept in a student's file. After semester 1 exams, all students are interviewed by permanent teaching staff to guide them in future studies. Further, students identified as at risk of not successfully completing the course (GPA of 5.0 or less) are interviewed by Student Advisors and a recommendation to repeat the course is usually made and a record of the intervention is kept in the student's file. Students can at this stage or after the final exams – voluntarily choose to repeat the course to achieve their desired grade.
- c) Where a deferment or suspension of study is granted, it is carried out in accordance with UFY policy and Standard 13 of the National Code 2007.

National Code Standard 9 (9.3):

Students with poor academic progress that choose to repeat the UFY course to achieve a desired grade point average will have their course variation registered in PRISMS and a new eCOE issued as required.

National Code Standard 9 (9.4):

Most courses are conducted in a classroom and distance learning is not a significant method of instruction. At no stage will a UFS student be studying more than 10% of their course remotely.

National Code Standard 9 (9.5):

Except in the circumstances outlined in 9.2, the expected duration of study specified in the student's CoE does not exceed the CRICOS registered course duration.

9. Additional Guidelines

SMP 1: UNSW Foundation Studies Student Deferral, Suspension and Cancellation Policy