UNSW College

UNSW Diploma Programs

Student Handbook 2025

- Science
- Engineering
- Computer Science
- Business
- Media & Communication
- Architecture

UNSW Diploma Programs

Student Handbook 2025

If you are unsure of which policy your diploma program falls under, please check the 'Provider' on your Confirmation of Enrolment (COE) or Letter of Offer.

If the provider is 'UNSW Global Pty Limited [01020K] (trading as: UNSW College)' your Diploma is under UNSW College Policy. **You should refer to the College Diploma Handbook here.**

If the provider is 'The University of New South Wales (UNSW) [00098G] (trading as: UNSW Australia)' your Diploma is under UNSW Policy.

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Academic Information for Students

Section Two

Rules, Regulations & Policies

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Student Life, Student Support, Student Safety

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UNSW Global Pty Limited ABN 62 086 418 582 trading as UNSW College™. UNSW College CRICOS Provider Code 01020K. UNSW College TEQSA Provider ID: PRV13020 (Institute of Higher Education).

See unswcollege.edu.au/esos for more information.

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This publication is revised periodically and is current at the time of printing.

The most recent version of this publication and updated and related policies can be found on the Current Student Hub website: https://my.unswcollege.edu.au/

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Section One

Academic Information for Students

1a UNSW Diplomas

Programs Overview

UNSW Diplomas are aimed at both international and domestic* students who have completed High School, or the equivalent, but are not eligible for direct entry into UNSW on the basis of their previous studies.

Entry requirements and information for prospective students for all programs are available on the UNSW College website.

We offer six different Diploma programs:

- Diploma in Architecture
- Diploma in Business
- Diploma in Computer Science
- Diploma in Engineering
- Diploma in Media and Communication
- Diploma in Science

Each Diploma program consists of (1) a discipline-specific component and (2) the Communication and Academic Literacy component.

(1). The discipline-specific component consists of a suite of courses which are selected based on the Degree and specialisation (Major) the student wishes to pursue at UNSW or the student's future career. Each of the courses runs for a term (12 weeks) and is equivalent incontent and outcomes to the respective First-Year undergraduatecourse at UNSW. However, the Diploma program has more support systems in place, including face-to-face contact hours, and a slightly slower pace of study.

(2). The Communication and Academic Literacy course (CAL) is designed to equip learners with the academic literacy and communication skills they require to succeed in their tertiary studies. This course is characterised by a focus on tertiary orientation, academic literacy, critical thinking, and learner autonomy. The course can be taken over one term for students with an IELTS or equivalent of 7.5 or greater ('DPGE1004', enrolment permission is required for this option). Students who have an IELTS score below 7.5 will be provided with additional tuition and language support (144 Hours in total) and will complete the course over three terms (DPGE1001, -1002, -1003).

There are three intakes (starting times) in the Diploma program per year: January, May and August/September (approximately). Exact intakes dates are listed on the UNSW College Website. The program has three terms, running for a total of 12 months in duration. This allows students to enter UNSW in any one of the three UNSW terms, one year after commencing the Diploma program. Not all Diploma programs have entry points each term (Diploma in Architecture).

Domestic* student = only UNSW Gateway Admissions Pathway students qualify as domestic students.

At the successful completion of the Diploma program (i.e. once students have received a pass grade in each course), students will be awarded their Diploma. This will provide students studying Architecture, Media & Communication, Computer Science, Engineering and Science with 48 Units of Credit (UOC) of advanced standing towards their selected Bachelor degree program automatically enabling them to enrol into 2nd Year at UNSW. Business Diploma students must achieve an average score of 60% or greater across their courses to automatically progress to 2nd Year courses at UNSW. Once requirements have been met, students will then be able to enrol in their 2nd Year courses at UNSW.

Learning Activities and Academic Support

Students will experience a range of learning activities which may include lectures, tutorials, workshops, studios and laboratories. These are delivered on campus in Kensington or in hybrid mode. Please refer to MyUNSW for enrolment options.

Students will also be able to get extra support, ask questions about learning materials and seek advice regarding assessments in weekly course Consultations with their lecturers and tutors. These consultations run each week of the term and before major assessments and exams. Consultation times are listed on each course Moodle site.

Assistance with academic English skill is also available from UNSW Academic Skills Support, https://www.student.unsw.edu.au/skills. There are workshops and consultations on a variety of topics, including:

- improving the structure of your written assignments, such as essays and reports
- researching
- developing arguments in writing
- organising your ideas
- improving your knowledge of sentence structure
- assisting you to read more critically to identify relevant information
- help you to develop time management and organisational skills
- assist you to prepare for examinations and in-class tests
- help you learn to prioritise study tasks
- referencing styles

Peer to Peer Support is also available in our Study Club which gives students the space to learn, make new friends and have fun! Study Club is a social study space that is open to all UNSW College students who are looking for academic assistance. Supported by UNSW student peer leaders, you can expect the following:

- Complete your homework and assignments in a friendly place
- Learn about life at UNSW College from your Peer Leaders
- Get support from Peer Leaders and classmates
- Help you find the answers to your questions
- Learn about different study strategies
- Develop independent learning skills
- Improve your English and communication skills

Study Club is offered:

- In-person at the UNSW College L5 Building on Mondays from 11am - 2pm, and then Tuesdays, Wednesdays and Thursdays, from 5pm - 8pm.

Learning Management System (Moodle)

We use an online learning management system, called Moodle which provides all students with access to learning materials including, lecture notes, tutorial materials, discussion boards, sample assessments, video lecture recordings, online textbooks and information on how to contact your teachers. Moodle is available 24 hours a day, 7 days a week. Students will be shown during orientation how to access and navigate Moodle. Ongoing support is always available via our IT Help Desk Team
helpdesk@unswcollege.edu.au.

Bring Your Own Device

UNSW College has a Bring your Own Device (BYOD) Policy. Students will need to use their own laptop or purchase one on commencement of their study. Our recommendation for the features they will need in a laptop can be found here.

Need help to loan or purchase a laptop?

If students do not have a computer or laptop they can use for studying, they may be able to loan one from UNSW College Student Enquiries.

Students can borrow a laptop on a short-term basis (ranging from 1 week to the whole term).

Visit Student Services located on Level 1 of the UNSW College L5 Building.for more information on how to borrow a laptop.

1b Choosing Your Courses For Your Diploma

In the following pages you will find your **Course Matrix** and your **Study Plan** for the 3 terms of your Diploma.

It is very important that you follow the **Study Plan** of your Diploma very closely when enrolling in your courses - so you don't enrol in the wrong courses.

As a guiding rule, if you fail a course in any term, you must repeat that course in the next available term.

Important: Choosing The Right Maths Course For YOU!

For STEM students (All Sciences and Engineering Diplomas)

UNSW College offers 2 entry Maths courses to start your Diploma. These 2 subjects are called Fundamentals of Mathematics B (MTHS1312 / DPST1012) and Maths 1A (MTHS1313 / DPST1013).

These courses are designed to meet the varying skill levels of STEM students' maths abilities. Further, these courses offer different study plans and regardless of which one you choose, there is no negative impact to your progression to 2nd Year. Choosing the right course for you is important for your success.

How Do I Know Which One to Choose?

As a guide, we recommend that students who are not very high performers in the following concepts should choose Fundamentals of Mathematics B course:

- Trigonometry
- Functions
- Differential Calculus
- Integral Calculus

If you are still unsure about which Maths subject to choose then please choose Fundamentals of Mathematics B course

1c Diploma in Science

Create innovative solutions to the world's biggest challenges with a Diploma in Science. This Diploma will equip students with transferable skills that can be applied to a wide range of industries and give them the flexibility to explore different areas of science that spark their passion.

The Diploma in Science will provide students with the opportunity to pursue a degree in Science that may lead to a career in a discipline of Science or a science-related area. Students will complete a set of courses in one of three streams of study:

- Physical, Chemical and Mathematical Sciences
- Biological and Medical Sciences; or
- Food Science.

Program Structure

All Diploma in Science students will undertake eight (8) courses in total, including seven (7) discipline-specific courses and one general education elective (Communication and Academic Literacy course).

Program Duration

For the Diploma in Science, there are three intakes (starting times) per year: January, May and August/ September (approximately). The program has 3 terms, running for a total of 12 months in duration. This will allow students to enter UNSW Second Year in any one of the three terms one year after commencing in the Diploma program.

Program Learning Outcomes (PLO's)

At the end of the Diploma in Science students should be able to:

PLO	Theme	Detail
1	Identify Relationships	Identify the relationships between phenomena, principles, theories, and conceptual frameworks.
2	Apply Knowledge	Apply a working knowledge of fundamental scientific principles, methods of investigation, and an appreciation for objectivity and precision.
3	Experiment	Interpret technical instructions to enable successful completion of practical experiments.
4	Communicate	Communicate clearly by written and oral means.
5	Recognise	Recognise the significance of science and technology in modern society.
6	Problem Solve	Demonstrate skill in approaching and solving problems and in treating data.

Assessments and Workload

Studying for the Diploma in Science is a full-time commitment. Your attendance is required at lectures, tutorials, consultations and labs. Significant time should also be spent outside of class undertaking self-study, and preparing for assessments and exams.

No. Timetabled Hours Per Week	No. Personal Study Hours Per Week	Total Workload Hours Per Week
20 - 25 Hours	20 Hours	40 - 45 Hours

Students will undertake a number of different assessment types which may include:

- Online Quizzes
- Presentations
- Team Projects
- Laboratory Practicals and Reports
- Quizzes
- Reports
- Mid-Term Tests
- Final Exams

A full description of all assessment requirements, types and due dates is available on your Course Moodle Sites in the Course Outline for each course.

Specialisations and Choosing Your Courses

The Diploma in Science allows students to pursue the following specialisations at UNSW: Anatomy, Biology, Chemistry, Food Science, Genetics, Marine and Coastal Science, Materials Science, Mathematics, Microbiology, Molecular and Cell Biology, Pathology, Pharmacology, Physical Oceanography, Physics, Physiology, and Statistics.

Students select the specialisation (Major) they wish to pursue at application and that will determine the selection of courses the student has to complete. For details to help you choose your courses, refer to the Diploma in Science Matrix on the next page. Note that students often change their mind about what they want to study and you can change your specialisation after you start your program.

If you need assistance with course selection, please contact DiplomaEnquiry@unswcollege.edu.au. Students specialising in Physics in the Diploma in Science are urged to select the Higher Physics courses.

If you are not sure of your specialisation, please check your offer letter. If you wish to change your specialisation, please see our FAQs on page 39.

Program Completion and Progression

To receive the Diploma in Science, students must complete 7 (seven) discipline courses (42 units of credit) plus Communication and Academic Literacy (6 units of credit) – a total of 48 units of credit to receive the Diploma in Science. Each Course in the program is worth 6 Units of Credit (UOC).

A student should complete between 12 and 19 units of credit per term. If a student fails a course, they will need to repeat that course which may lengthen study time. It is recommended students retake the failed course in the next term if it is available.

Diploma in Science students must achieve a Satisfactory Grade (equivalent to IELTS 6.5) for the Communication and Academic Literacy (CAL) course and a minimum pass for all other courses to progress to the Second Year of the relevant degree program at UNSW. The CAL course is a hurdle, that must be passed (minimum of 70% overall) in order to progress to Second Year.

Once a student successfully completes a UNSW Diploma in Science, they may progress to Second Year at UNSW Sydney.

Pre-requisite Courses

Some courses have one or more pre-requisite courses. A pre-requisite course is a course that must be successfully completed BEFORE a student can enrol in the course that requires the pre-requisite. If a student fails a pre-requisite course, then the student cannot enrol in the course that required the pre-requisite until such a date, where they have passed the pre-requisite course.

If a student has a pending grade (WJ or WD) for a pre-requisite course, they must not enrol in the subsequent course that requires that pre-requisite until the result is released. This may mean the student is unable to take the subsequent course in the current term.

Co-requisite Courses

A co-requisite is a course that needs to be taken at the same time (or prior to) as another course which requires the co-requisite. If a student fails the co-requisite course but passes the course that requires the co-requisite, then the student will receive credit for the course that required the co-requisite. The student will have to repeat the co-requisite at the next possible opportunity.

Pre-requisites and co-requisites are outlined in the Diploma matrix for each program.

Diploma in Science Course Matrix

Science Diploma Course Matrix																						
			Physical Sciences									Life Sciences										
Course Names	UNSW Diploma Course Code	UNSW Equivalent Course	Chemistry (2)		Materials Science (2)		Mathematics; Statistics (2)		Physical Oceanography; Physics (2)			Anatomy	Biology & Biodiversity (1)	Genetics	Marine & Coastal Science (1)	Microbiology	Molecular & Cell Biology	Pathology	Pharmacology	Physiology		Food Science (1)
Needs lower Level Maths			No	Yes	No	Yes	No	Yes	No	Yes												
Fundamentals of Mathematics B (NEW course from T1 2025)	DPST1012	MATH1011		√		√		√		√		√	√	√	√	√	√	√	√	√		√
Mathematics 1A	DPST1013	MATH1131	√	√	√	√	√	√	√	√												√
Mathematics 1B	DPST1014	MATH1231	√		√		√	√	√	√												√
Physics 1A or Higher Physics 1A	DPST1021 or DPST1023	PHYS1121 or PHYS1131	√	√	√	√	√	√	√	√												√
Physics 1B or Higher Physics 1B	DPST1022 or DPST1024	PHYS1221 or PHYS1231	√		√		√		√	√												√
Chemistry A: Atoms, Molecules & Energy	DPST1031	CHEM1011	√	√	√	√	√	√	√	√		√	√	√	√	√	√	√	√	√		√
Chemistry B: Elements, Compounds & Life	DPST1032	CHEM1021	√	√	√	√	√	√	√	√		√	√	√	√	√	√	√	√	√		√
Molecules, Cells & Genes	DPST1051	BABS1201	√	√	√	√	√	√	√	√		√	√	√	√	√	√	√	√	√		√
Applied Biomolecular Sciences	DPST1052	BABS1202	√	√	√	√	√	√	√	√		√	√	√	√	√	√	√	√	√		√
Evolutionary & Functional Biology	DPST1041	BIOS1101	√	√	√	√	√	√	√	√		√	√	√	√	√	√	√	√	√		√
Design & Application of Materials in Science & Eng	DPST1061	MATS1192	√	√	√	√	√	√	√	√		√	√	√	√	√	√	√	√	√		√
Communication & Academic Literacy	DPGE1001, -1002, -1003 or DPGE1004	DPGE1001, -1002, -1003 or DPGE1004	√	√	√	√	√	√	√	√		√	√	√	√	√	√	√	√	√		√

Notes

1. **Specific 1st year core courses required in the bachelor program, which may increase total program duration.**
2. **Students who need to enrol in MTHS1312 will need to select additional 1st year subjects in the bachelor program, which may increase total program duration.**

√	Recommended prerequisite for students who have been identified as not having the required mathematics background to succeed in Maths 1A
√	Hurdle (Must Pass)
√	Discipline Core in the diploma program - students must complete these courses to obtain their Diploma (students taking DPST1012 do not need to take DPST1014 during their Diploma)
√	A course that is core in the Bachelor or can count as a core in the bachelor program - prioritise these courses over Free Electives to avoid increasing overall program duration
√	Free Elective Option
Courses with Pre- and Co-requisites:	
Physics 1A (DPST1021) or Higher Physics 1A (DPST1023)	Co-requisite: DPST1013 or DPST1012
Physics 1B (DPST1022)	Co-requisite: DPST1014; pre-requisite: Physics 1A (DPST1021) or Higher Physics 1A (DPST1023)
Higher Physics 1B (DPST1024)	Co-requisite: DPST1014; pre-requisite Higher Physics 1A (DPST1023)
Mathematics 1B (DPST1014)	pre-requisite: DPST1013
Chemistry B (DPST1032)	pre-requisite: Chemistry A (DPST1031)

Diploma in Science Study Plan - Life Science

Program Requirements - You must complete at total of 48 Units of Credit (UoC) for your Diploma, as follows:
1) You must complete 6 UoC of Communication and Academic Literacy (either CAL 1, 2, 3 OR CAL 4).
2) You must complete all courses for your specialisation.

Science Diploma 2025						Study Plan for Life Science Students										
Your Diploma Term	**Instructions**	**Course Name**	**UNSW Diploma Course Code**	**UNSW Equivalent Course Code**	**Units of Credit (UoC)**	**Anatomy**	**Biology & Biodiversity (1)**	**Genetics**	**Marine & Coastal Science (1)**	**Microbiology**	**Molecular & Cell Biology**	**Pathology**	**Pharmacology**	**Physiology**	**Co-requisites (C)/ Pre-requisites (P)**	**Notes**
1st	In your 1st term, you must enrol into 16 or 18 UoC: 1) CAL1 or CAL4 (only students who are approved for CAL4, are allowed to enrol into this course) 2) Fundamentals of Mathematics B 3) One additional Core Important note: *These courses are not offered every term. Plan accordingly!	Communication & Academic Literacy 1 or 4 (CAL1 or 4)	DPGE1001 or DPGE1004	DPGE1001 or DPGE1004	4 or 6	√	√	√	√	√	√	√	√	√		
		Fundamentals of Mathematics B	DPST1012	MATH1011	6	√	√	√	√	√	√	√	√	√		
		Molecules, Cells & Genes	DPST1051	BABS1201	6	√	√	√	√	√	√	√	√	√		
		Chemistry A: Atoms, Molecules & Energy	DPST1031	CHEM1011	6	√	√	√	√	√	√	√	√	√		
		Evolutionary & Functional Biology#	DPST1041	BIOS1101	6	√	√	√	√	√	√	√	√	√		only offered in Term 3 (Aug/Sep)
2nd	In your 2nd term, you must enrol into 18 or 19 UoC: 1) CAL2 (not for students who completed CAL4) 2) Core 1 3) Core 2 4) Core 3 Important note: *These courses are not offered every term. Plan accordingly!	Communication & Academic Literacy 2 (CAL2)	DPGE1002	DPGE1002	1	√	√	√	√	√	√	√	√	√	Communication & Academic Literacy 1 (P)	
		Chemistry A: Atoms, Molecules & Energy	DPST1031	CHEM1011	6	√	√	√	√	√	√	√	√	√		
		Molecules, Cells & Genes	DPST1051	BABS1201	6	√	√	√	√	√	√	√	√	√		
		Design & Application of Materials in Science & Eng	DPST1061	MATS1192	6	√	√	√	√	√	√	√	√	√		
		Applied Biomolecular Sciences#	DPST1052	BABS1202	6	√	√	√	√	√	√	√	√	√		only offered in Term 1 (Jan) and Term 2 (May)
		Chemistry B: Elements, Compounds & Life	DPST1032	CHEM1021	6	√	√	√	√	√	√	√	√	√	Chemistry A (P)	
		Evolutionary & Functional Biology#	DPST1041	BIOS1101	6	√	√	√	√	√	√	√	√	√		only offered in Term 3 (Aug/Sep)
3rd	In your 3rd term, you must enrol into 12 or 13 UoC: 1) CAL3 (not for students who completed CAL4) 2) Core 1 3) Core 2 Important note: #These courses are not offered every term. Plan accordingly!	Communication & Academic Literacy 3 (CAL3)	DPGE1003	DPGE1003	1	√	√	√	√	√	√	√	√	√	Communication & Academic Literacy 2 (P)	
		Chemistry B: Elements, Compounds & Life	DPST1032	CHEM1021	6	√	√	√	√	√	√	√	√	√	Chemistry A (P)	
		Molecules, Cells & Genes	DPST1051	BABS1201	6	√	√	√	√	√	√	√	√	√		
		Applied Biomolecular Sciences#	DPST1052	BABS1202	6	√	√	√	√	√	√	√	√	√		only offered in Term 1 (Jan) and Term 2 (May)
		Design & Application of Materials in Science & Eng	DPST1061	MATS1192	6	√	√	√	√	√	√	√	√	√		
		Evolutionary & Functional Biology#	DPST1041	BIOS1101	6	√	√	√	√	√	√	√	√	√		only offered in Term 3 (Aug/Sep)

***HP = Higher Physics**

(1) Specific 1st year core courses required in the bachelor program, which may increase total program duration.
(2) Students who need to enrol in MTHS1312 will need to select additional 1st year subjects in the bachelor program, which may increase total program duration.

Key	
√	Discipline Core in the diploma program - students must complete these courses to obtain their Diploma
√	Discipline Core in the bachelor program - prioritise these courses over Electives to avoid an increase in total program duration
√	Free Elective Option (do not exceed max no. of units)
√	Hurdle (Must Pass)

Diploma in Science Study Plan - Physical Science

Program Requirements - You must complete at total of 48 Units of Credit (UoC) for your Diploma, as follows:
1) You must complete 6 UoC of Communication and Academic Literacy (either CAL 1, 2, 3 OR CAL 4).
2) You must complete all core courses for your specialisation (shown by the coloured fields).
3) Choose available electives to get to a total of 48 UoC (prioritise light pink/green courses).

Science Diploma 2025						Students who commence with Maths 1A				Students who commence with Fundamentals of Maths B				
Recommended Study Plan for Physical Science Students														
Your Diploma Term	**Instructions**	**Course Name**	**UNSW Diploma Course Code**	**UNSW Equivalent Course Code**	**Units of Credit (UoC)**	**Chemistry (2)**	**Materials Science (2)**	**Mathematics; Statistics (2)**	**Physical Oceanography; Physics (2)**	**Chemistry (2)**	**Materials Science (2)**	**Mathematics; Statistics (2)**	**Physical Oceanography; Physics (2)**	**Food Science**
1st	In your 1st term, you must enrol into 16 or 18 UoC: 1) CAL1 or CAL4 (only students who are approved for CAL4, are allowed to enrol into this course) 2) Maths 1A 3) Core/ Elective **Important note:** #These courses are not offered every term. Plan accordingly!	Communication & Academic Literacy 1 or 4 (CAL1 or 4)	DPGE1001 or DPGE1004	DPGE1001 or DPGE1004	4 or 6	√	√	√	√	√	√	√	√	√
		Fundamentals of Mathematics B	DPST1012	MATH1011	6					√	√	√	√	√
		Mathematics 1A	DPST1013	MATH1131	6	√	√	√	√					
		Chemistry A: Atoms, Molecules & Energy	DPST1031	CHEM1011	6	√	√	√		√	√	√	√	√
		Evolutionary & Functional Biology#	DPST1041	BIOS1101	6	√	√	√	√	√	√	√	√	√
		Physics 1A or Higher Physics 1A	DPST1021 or DPST1023	PHYS1121 or PHYS1131	6	√	√	√	√	√	√	√	√	√
2nd	In your 2nd term, you must enrol into 18 or 19 UoC: 1) CAL2 (not for students who completed CAL4) 2) Maths 1B 3) Core/ Elective 4) Core/ Elective **Important note:** #These courses are not offered every term. Plan accordingly!	Communication & Academic Literacy 2 (CAL2)	DPGE1002	DPGE1002	1	√	√	√	√	√	√	√	√	√
		Mathematics 1A	DPST1013	MATH1131	6					√	√	√	√	
		Mathematics 1B	DPST1014	MATH1231	6	√	√	√	√					
		Physics 1A or Higher Physics 1A	DPST1021 or DPST1023	PHYS1121 or PHYS1131	6	√	√	√	√	√	√	√	√	√
		Chemistry A: Atoms, Molecules & Energy	DPST1031	CHEM1011	6	√	√	√	√	√	√	√	√	√
		Molecules, Cells & Genes	DPST1051	BABS1201	6	√	√	√	√	√	√	√	√	√
		Design & Application of Materials in Science & Eng	DPST1061	MATS1192	6	√	√	√	√	√	√	√	√	√
		Physics 1B or Higher Physics 1B	DPST1022 or DPST1024	PHYS1221 or PHYS1231	6	√	√	√	√					
		Chemistry B: Elements, Compounds & Life	DPST1032	CHEM1021	6	√	√	√	√	√	√	√	√	√
		Evolutionary & Functional Biology#	DPST1041	BIOS1101	6	√	√	√	√	√	√	√	√	√
3rd	In your 3rd term, you must enrol into 12 or 13 UoC: 1) CAL3 (not for students who completed CAL4) 2) Core/ Elective 3) Core/ Elective **Important note:** #These courses are not offered every term. Plan accordingly!	Communication & Academic Literacy 3 (CAL3)	DPGE1003	DPGE1003	1	√	√	√	√	√	√	√	√	√
		Chemistry B: Elements, Compounds & Life	DPST1032	CHEM1021	6	√	√	√	√	√	√	√		√
		Molecules, Cells & Genes	DPST1051	BABS1201	6	√	√	√	√	√	√	√		√
		Applied Biomolecular Sciences#	DPST1052	BABS1202	6	√	√	√	√	√	√	√		√
		Design & Application of Materials in Science & Eng	DPST1061	MATS1192	6	√	√	√	√	√	√	√		√
		Evolutionary & Functional Biology#	DPST1041	BIOS1101	6	√	√	√	√	√	√	√		√
		Physics 1B or Higher Physics 1B	DPST1022 or	PHYS1221 or	6	√	√	√	√				√	
		Mathematics 1B	DPST1014	MATH1231	6					√	√	√	√	√

***HP = Higher Physics**

(1) Specific 1st year core courses required in the bachelor program, which may increase total program duration.

Key			
	√	√	Discipline Core in the diploma program - students must complete these courses to obtain their Diploma
	√	√	Free Elective Option
	√	√	Compulsory Elective/ Hurdle (Must Pass)

Note that there are a few courses which are not offered every term. These are shown in the table below along with the terms of the year in which they are running (offered).

Course Name	UNSW Diploma Course Code	Term of the Year (in which the course is running)
Evolutionary & Functional Biology	DPST1041	Term 3 only (Aug/Sept)
Applied Biomolecular Sciences	DPST1052	Term 1 (Jan) and Term 2 (May)
Introduction to Engineering Design & Innovation	DPST1071	Term 2 (May) and Term 3 (Aug/Sept)
Engineering Mechanics	DPST1072	Term 1 (Jan) and Term 2 (May)
Electrical Circuit Fundamentals	DPST1081	Term 1 (Jan) and Term 3 (Aug/Sept)

1d Diploma in Engineering

Engineers develop practical solutions to technical and environmental problems by using science and mathematics. Through scientific discoveries, engineers meet societal and consumer needs. Engineers work in a range of roles across all different types of industries, from civil engineering to environmental, computer science to petroleum engineering – the possibilities are endless.

The Diploma in Engineering will give students an introduction to mathematics, natural sciences and computing that will prepare them to learn the knowledge and skills required for an engineering discipline.

Program Structure

All Diploma in Engineering students will undertake eight (8) courses in total, a mix of core courses, electives and one general education elective (Communication and Academic Literacy course).

Program Duration

For the Diploma in Engineering, there are three intakes (starting times) per year: January, May and August/September (approximately). The program has 3 terms, running for a total of 12 months in duration. This will allow you to enter UNSW in any one of the three terms one year after commencing in the Diploma program.

Program Learning Outcomes (PLOs)

At the end of the Diploma in Engineering, students should be able to:

PLO	Theme	Detail
1	Problem Solve	Demonstrate skill in approaching and solving problems and in treating data.
2	Apply Knowledge	Apply a working knowledge of fundamental scientific principles, methods of investigation, and an appreciation for objectivity and precision.
3	Identify Relationships	Identify relationships between phenomena, principles, theories, and conceptual frameworks in the mathematical, physical, and information sciences which underpin the engineering discipline.
4	Experiment	Interpret technical instructions to enable successful completion of practical experiments.
5	Demonstrate Knowledge	Demonstrate and apply emerging knowledge of engineering design practice.
6	Communicate	Communicate clearly by written and oral means.
7	Recognise	Recognise the significance of science and technology in modern society.

Assessments and Workload

Studying for the Diploma in Engineering is a full-time commitment. Your attendance is required at lectures, tutorials, consultations and labs. Significant time should also be spent outside of class undertaking self-study, and preparing for assessments and exams.

No. Timetabled Hours Per Week	No. Personal Study Hours Per Week	Total Workload Hours Per Week
20 - 25 Hours	20 Hours	40 - 45 Hours

Students will undertake a number of different assessment types, which may include:

- Online Quizzes
- Presentations
- Team Projects
- Laboratory Practicals and Reports
- Quizzes
- Reports
- Mid Term Tests
- Final Exams

A full description of all assessment requirements, types and due dates is available on your Course Moodle Sites in the Course Outline.

Specialisations and Choosing Your Courses

The Diploma in Engineering allows students to pursue the following specialisations at UNSW: Aerospace Engineering, Bioinformatics Engineering, Chemical Engineering, Chemical Product Engineering, Civil Engineering, Computer Engineering, Environmental Engineering, Electrical Engineering, Materials Science and Engineering, Mechanical & Manufacturing Engineering, Mechanical Engineering, Mechatronic Engineering, Mining Engineering, Photovoltaics & Solar Energy, Petroleum Engineering, Renewable Energy Engineering, Telecommunications, and Quantum Engineering.

Within the Engineering Programs, students must select the specialisation (Major) they wish to pursue at UNSW and that will determine the selection of courses the student has to complete. For details, refer to the Diploma in Engineering matrix on the next page. If you need assistance with course selection, please contact: DiplomaEnquiry@unswcollege.edu.au

- Students specialising in Electrical Engineering, Telecommunications or Quantum Engineering (Engineering Diploma) must take the Higher Physics courses.

If you are not sure of your specialisation, please check your offer letter. If you wish to change your specialisation, please see our FAQs on page 39.

Program Completion and Progression

To receive the Diploma in Engineering, students must complete 7 (seven) discipline courses (42 units of credit) plus Communication and Academic Literacy (6 units of credit) – a total of 48 units of credit. Each Course in the program is worth 6 Units of Credit (UOC).

A student should complete between 12 and 19 units of credit per term. If a student fails a course, they will need to repeat that course which may lengthen study time. We recommend students take the failed course in the next term if available.

Diploma in Engineering students must achieve a Satisfactory Grade (equivalent to IELTS 6.5) for the Communication and Academic Literacy (CAL) course and a minimum pass for all other courses to progress to Second Year of the relevant degree program at UNSW. The CAL course runs over one (DPGE1004) or three terms (DPGE1001, DPGE1002, DPGE1003).

Once a student successfully completes a UNSW Diploma in Engineering, they may progress to Second Year at UNSW Sydney.

Pre-requisite Courses

Some courses have one or more pre-requisite courses. A pre-requisite course is a course that must be successfully completed BEFORE a student can enrol in the course that requires the pre-requisite. If a student fails a pre-requisite course, then the student cannot enrol in the course that required the pre-requisite until such a date, where they have passed the pre-requisite course.

If a student has a pending grade (WJ or WD) for a pre-requisite course, they must not enrol in the subsequent course that requires that pre-requisite until the result is released. This may mean the student is unable to take the subsequent course in the current term.

Co-requisite Courses

A co-requisite is a course that needs to be taken at the same time (or prior to) as another course which requires the co-requisite. If a student fails the co-requisite course but passes the course that requires the co-requisite, then the student will receive credit for the course that required the co-requisite. The student will have to repeat the co-requisite at the next possible opportunity.

Pre-requisite and co-requisites are outlined in the Diploma matrix for each program.

Diploma in Engineering Matrix

Diploma in Engineering Course Matrix

Course Name	UNSW Diploma Course Code	UNSW Equivalent Course Code	Aerospace Eng		Mechanical & Manufacturing		Mechanical Eng		Robotics & Mechatronics Eng		Photovoltaics & Solar Energy		Renewable Energy Eng		Software Engineering		Computer Engineering		Electrical Eng		√ Telecommunications		Quantum Engineering		Chemical Eng (1)		Chemical Product Eng		Environmental Eng		Surveying (1)		Civil Eng		Mining Eng (1)		Bioinfomatics		Mat Sci and Eng (Prog 3131)		Geoenergy & Geostorage	
Needs Lower Level Maths:			no	yes	no	yes	no	yes	no	yes	no	yes	no	yes	no	yes	no	yes	no	yes	no	yes	no	yes	no	yes	no	yes	no	yes	no	yes	no	yes	no	yes	no	yes	no	yes	no	yes
Fundamentals of Mathematics B (NEW course from T1 2025)	DPST1012	MATH1011		√		√		√		√		√		√		√		√		√		√		√		√		√		√		√		√		√		√		√		√
Mathematics 1A	DPST1013	MATH1131	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√
Mathematics 1B	DPST1014	MATH1231	√		√		√		√		√		√		√		√		√		√		√		√		√		√		√		√		√		√		√		√	
Introduction to Engineering Design & Innovation	DPST1071	DESN1000	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√
Introduction to Programming	DPST1091	COMP1511	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√
Physics 1A or Higher Physics 1A	DPST1021 or DPST1023	PHYS1121 or PHYS1131	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	HP	HP	HP	HP	HP	HP	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√
Physics 1B or Higher Physics 1B	DPST1022 or DPST1024	PHYS1221 or PHYS1231	√		√		√		√		√		√		√		√		HP		HP		HP		√		√		√		√		√		√		√		√		√	
Software Engineering Fundamentals	DPST1093	COMP1531	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√
Engineering Mechanics	DPST1072	ENGG1300	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√
Chemistry A: Atoms, Molecules & Energy	DPST1031	CHEM1011	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√
Chemistry B: Elements, Compounds & Life	DPST1032	CHEM1021	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√
Computer Systems Fundamentals	DPST1092	COMP1521	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√
Electrical Circuit Fundamentals	DPST1081	ELEC1111	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√
Molecules, Cells & Genes	DPST1051	BABS1201	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√
Design & Application of Materials in Science & Eng	DPST1061	MATS1192	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√
Communication & Academic Literacy DPGE1001, -1002, -1003 or DPGE1004	DPGE1001, -1002, -1003 or DPGE1004	DPGE1001, -1002, -1003 or DPGE1004	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√
***HP = Higher Physics**	**Max No. of Elective UoC**		12	6	12	6	12	6	12	6	12	6	12	6	12	6	12	6	12	6	12	6	12	6	12	6	12	6	12	6	12	6	12	6	12	6	6	6	6	6	6	6

(1) Students who need to enrol in MTHS1312 will need to select additional 1st year subjects in the bachelor program, which may increase total program duration.

Key

√	√	Discipline Core in the diploma program - students must complete these courses to obtain their Diploma
√	√	Discipline Core in the bachelor program - prioritise these courses over Electives to avoid an increase in total program duration
√	√	Free Elective Option (do not exceed max no. of units)
√	√	Hurdle (Must Pass)

Courses with Pre- and Co-requisites:	
Physics 1A (DPST1021) or Higher Physics 1A (DPST1023)	Co-requisite: DPST1013 or DPST1012
Physics 1B (DPST1022)	Co-requisite: DPST1014; pre-requisite Physics 1A or Higher Physics 1A
Higher Physics 1B (DPST1024)	Co-requisite: DPST1014; pre-requisite Higher Physics 1A (DPST1023)
Mathematics 1B (DPST1014)	Pre-requisite: DPST1013
Software Engineering Fundamentals (DPST1093)	Prerequisite: DPST1091
Computer Systems Fundamentals (DPST1092)	Prerequisite: DPST1091
Engineering Mechanics (DPST1072)	Pre-requisite: DPST1013 and Physics 1A or Higher Physics 1A

Diploma in Engineering Maths1A Study Plan

Program Requirements - You must complete at total of 48 Units of Credit (UoC) for your Diploma, as follows:
1) You must complete 6 UoC of Communication and Academic Literacy (either CAL 1, 2, 3 OR CAL 4).
2) You must complete all core courses for your specialisation (shown by the hot pink fields).
3) If (2) does not add up to 30 UoC, you must add other core from the light pink fields to make up 30 UoC (exception: Surveying specialisation)
4) Choose available electives to get to a total of 48 UoC (prioritise light pink courses).

There are two different Study Plans, depending on whether you start with Mathematics 1A (higher level), or Fundamentals of Mathematics B (lower level maths).

Engineering Diploma 2025						Recommended Study Plan																				
Your Diploma Term	Instructions	Course Name	UNSW Diploma Course Code	UNSW Equivalent Course Code	Units of Credit (UoC)	Aerospace Eng	Mechanical & Manufacturing	Mechanical Eng	Robotics & Mechatronics Eng	Photovoltaics & Solar Energy	Renewable Energy Eng	Software Engineering	Computer Engineering	Electrical Eng	Telecommunications	Quantum Engineering	Chemical Eng (1)	Chemical Product Eng	Environmental Eng	Surveying (1)	Civil Eng	Mining Eng (1)	Bioinfomatics	Mat Sci and Eng (Prog 3131)	Geoenergy & Geostorage	Co-requisites (C)/ Pre-requisites (P)	Notes
1st	1) In your 1st term, you must enrol into the courses shown for your specialisation (=16 or 18 UoC) 2) Only students who are approved for CAL4, are allowed to enrol into this course.	Communication & Academic Literacy 1 or 4 (CAL1 or 4)	DPGE1001 or DPGE1004	DPGE1001 or DPGE1004	4 or 6	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√		
		Mathematics 1A	DPST1013	MATH1131	6	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√		
		Physics 1A or Higher Physics 1A	DPST1021 or DPST1023	PHYS1121 or PHYS1131	6	√	√	√	√	√	√		√	HP	HP	HP	√	√	√	√	√	√	√	√	√	Mathematics 1A (C)	
		Introduction to Programming	DPST1091	COMP1511	6							√															
2nd	In your 2nd term, you must enrol into 18 or 19 UoC: 1) CAL2 (not for students who completed CAL4) 2) Mathematics 1B 3) Intro to Programming/ Software Eng Fundamentals 4) Core/ Elective Important note: #These courses are not offered every term. Plan accordingly!	Communication & Academic Literacy 2 (CAL2)	DPGE1002	DPGE1002	1	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	Communication & Academic Literacy 1 (P)	
		Mathematics 1B	DPST1014	MATH1231	6	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	Mathematics 1A (P)	
		Introduction to Programming	DPST1091	COMP1511	6	√	√	√	√	√	√		√	√	√	√	√	√	√	√	√	√	√	√	√		
		Software Engineering Fundamentals	DPST1093	COMP1531	6							√														Introduction to Programming (P)	project-based course
		Select 1 additional course from below																									
		Introduction to Engineering Design & Innovation	DPST1071	DESN1000	6	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√		Course not offered in Term 1 (January start); project-based course
		Engineering Mechanics#	DPST1072	ENGG1300	6	√	√	√	√	√	√		√	√	√	√	√	√	√	√	√	√	√	√	√	Physics 1A or Higher Physics 1A (P); Maths 1A; Fundamentals of Maths B	Course not offered in Term 3 (August start)
		Electrical Circuit Fundamentals#	DPST1081	ELEC1111	6	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√		Course not offered in Term 2 (May start)
		Chemistry A: Atoms, Molecules & Energy	DPST1031	CHEM1011	6	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√		
		Molecules, Cells & Genes	DPST1051	BABS1201	6	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√		
		Physics 1A or Higher Physics 1A	DPST1021 or DPST1023	PHYS1121 or PHYS1131	6							√														Mathematics 1A (C)	
		Physics 1B or Higher Physics 1B	DPST1022 or DPST1024	PHYS1221 or PHYS1231	6	√	√	√	√	√	√		√	HP	HP	HP	√	√	√	√	√	√	√	√	√	Mathematics 1B (C); Physics 1A	
		Computer Systems Fundamentals	DPST1092	COMP1521	6							√	√													Introduction to Programming (P)	
		Software Engineering Fundamentals	DPST1093	COMP1531	6								√										√			Introduction to Programming (P)	project-based course
		Design & Application of Materials in Science & Eng	DPST1061	MATS1192	6	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√		
3rd	In your 3rd term, you must enrol into 12 or 13 UoC: 1) CAL3 (not for students who completed CAL4) 2) Core/ Elective 3) Core/ Elective	Communication & Academic Literacy 3 (CAL3)	DPGE1003	DPGE1003	1	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	Communication & Academic Literacy 2 (P)	
		Chemistry A: Atoms, Molecules & Energy	DPST1031	CHEM1011	6	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√		
		Chemistry B: Elements, Compounds & Life	DPST1032	CHEM1021	6	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	Chemistry A: Atoms, Molecules & Energy (P)	
		Introduction to Engineering Design & Innovation#	DPST1071	DESN1000	6	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√		Course not offered in Term 1 (January start); project-based course
		Software Engineering Fundamentals	DPST1093	COMP1531	6	√	√	√	√	√	√		√	√	√	√	√	√	√	√	√	√	√	√	√	Introduction to Programming (P)	project-based course
		Engineering Mechanics#	DPST1072	ENGG1300	6	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	Physics 1A or Higher Physics 1A (P); Maths 1A; Fundamentals of Maths B	Course not offered in Term 3 (August start)
		Electrical Circuit Fundamentals#	DPST1081	ELEC1111	6	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√		Course not offered in Term 2 (May start)
		Molecules, Cells & Genes	DPST1051	BABS1201	6	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√		
		Design & Application of Materials in Science & Eng	DPST1061	MATS1192	6	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√		
		Computer Systems Fundamentals	DPST1092	COMP1521	6	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	Introduction to Programming (P)	
		Physics 1A or Higher Physics 1A	DPST1021 or DPST1023	PHYS1121 or PHYS1131	6							√														Mathematics 1B (C)	
		Physics 1B or Higher Physics 1B	DPST1022 or DPST1024	PHYS1221 or PHYS1231	6	√	√	√	√	√	√	√	√	HP	HP	HP	√	√	√	√	√	√	√	√	√	Mathematics 1B (C); Physics 1A	

***HP = Higher Physics**

(1) Students who need to enrol in MTHS1312 will need to select additional 1st year subjects in the bachelor program, which may increase total program duration.

Key		
	√	Discipline Core in the diploma program - students must complete these courses to obtain their Diploma
	√	Discipline Core in the bachelor program - prioritise these courses over Electives to avoid an increase in total program duration
	√	Free Elective Option (do not exceed max no. of units)
	√	Hurdle (Must Pass)

Diploma in Engineering Fundamentals Maths Study Plan

Program Requirements - You must complete at total of 48 Units of Credit (UoC) for your Diploma, as follows:
1) You must complete 6 UoC of Communication and Academic Literacy (either CAL 1, 2, 3 OR CAL 4).
2) You must complete all core courses for your specialisation (shown by the dark green fields).
3) If (2) does not add up to 30 UoC, you must add other core from the light green fields to make up 30 UoC (exception: Surveying specialisation)
4) Choose available electives to get to a total of 48 UoC (prioritise light green courses).

There are two different Study Plans, depending on whether you start with Mathematics 1A (higher level), or Fundamentals of Mathematics B (lower level maths).

Engineering Diploma 2025						Recommended Study Plan																				
Your Diploma Term	Instructions	Course Name	UNSW Diploma Course Code	UNSW Equivalent Course Code	Units of Credit (UoC)	Aerospace Eng	Mechanical & Manufacturing	Mechanical Eng	Robotics & Mechatronics Eng	Photovoltaics & Solar Energy	Renewable Energy Eng	Software Engineering	Computer Engineering	Electrical Eng	Telecommunications	Quantum Engineering	Chemical Eng (1)	Chemical Product Eng	Environmental Eng	Surveying (1)	Civil Eng	Mining Eng (1)	Bioinfomatics	Mat Sci and Eng (Prog 3131)	Geoenergy & Geostorage	Co-requisites (C)/ Pre-requisites (P)	Notes
1st	1) In your 1st term, you must enrol into the courses shown for your specialisation (=16 or 18 UoC) 2) Only students who are approved for CAL4, are allowed to enrol into this course.	Communication & Academic Literacy 1 or 4 (CAL1 or 4)	DPGE1001 or DPGE1004	DPGE1001 or DPGE1004	4 or 6	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√		
		Fundamentals of Mathematics B	DPST1012	MATH1011	6	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√		
		Physics 1A or Higher Physics 1A	DPST1021 or DPST1023	PHYS1121 or PHYS1131	6	√	√	√	√	√	√		√	HP	HP	HP	√	√	√	√	√	√	√	√	√	Fundamentals of Mathematics B (C)	
		Introduction to Programming	DPST1091	COMP1511	6							√															
2nd	In your 2nd term, you must enrol into 18 or 19 UoC: 1) CAL2 (not for students who completed CAL4) 2) Mathematics 1A 3) Intro to Programming/ Software Eng Fundamentals 4) Core/ Elective Important note: #These courses are not offered every term. Plan accordingly!	Communication & Academic Literacy 2 (CAL2)	DPGE1002	DPGE1002	1	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	Communication & Academic Literacy 1 (P)	
		Mathematics 1A	DPST1013	MATH1131	6	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	Fundamentals of Mathematics B (P)	
		Introduction to Programming	DPST1091	COMP1511	6	√	√	√	√	√	√		√	√	√	√	√	√	√	√	√	√	√	√	√		
		Software Engineering Fundamentals	DPST1093	COMP1531	6							√														Introduction to Programming (P)	project-based course
		Select 1 additional courses from below																									
		Introduction to Engineering Design & Innovation#	DPST1071	DESN1000	6	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√		Course not offered in Term 1 (January start); project-based course
		Engineering Mechanics#	DPST1072	ENGG1300	6	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	Physics 1A or Higher Physics 1A (P)	Course not offered in Term 3 (August start)
		Electrical Circuit Fundamentals#	DPST1081	ELEC1111	6	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√		Course not offered in Term 2 (May start)
		Chemistry A: Atoms, Molecules & Energy	DPST1031	CHEM1011	6	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√		
		Molecules, Cells & Genes	DPST1051	BABS1201	6	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√		
		Physics 1A or Higher Physics 1A	DPST1021 or DPST1023	PHYS1121 or PHYS1131	6							√														Fundamentals of Mathematics B or Mathematics 1A (C)	
		Computer Systems Fundamentals	DPST1092	COMP1521	6							√														Introduction to Programming (P)	
		Design & Application of Materials in Science & Eng	DPST1061	MATS1192	6	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√		
3rd	In your 3rd term, you must enrol into 12 or 13 UoC: 1) CAL3 (not for students who completed CAL4) 2) Core/ Elective 3) Core/ Elective	Communication & Academic Literacy 3 (CAL3)	DPGE1003	DPGE1003	1	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	Communication & Academic Literacy 2 (P)	
		Chemistry A: Atoms, Molecules & Energy	DPST1031	CHEM1011	6	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√		
		Chemistry B: Elements, Compounds & Life	DPST1032	CHEM1021	6	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√		
		Introduction to Engineering Design & Innovation#	DPST1071	DESN1000	6	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√		Course not offered in Term 1 (January start); project-based course
		Software Engineering Fundamentals	DPST1093	COMP1531	6	√	√	√	√	√	√		√	√	√	√	√	√	√	√	√	√	√	√	√		project-based course
		Engineering Mechanics#	DPST1072	ENGG1300	6	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√		Course not offered in Term 3 (August start)
		Electrical Circuit Fundamentals#	DPST1081	ELEC1111	6	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√		Course not offered in Term 2 (May start)
		Molecules, Cells & Genes	DPST1051	BABS1201	6	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√		
		Design & Application of Materials in Science & Eng	DPST1061	MATS1192	6	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√		
		Introduction to Programming	DPST1091	COMP1511	6	√	√	√		√	√						√	√	√	√	√	√		√	√		
		Computer Systems Fundamentals	DPST1092	COMP1521	6	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√		
		Mathematics 1B	DPST1014	MATH1231	6					√	√		√	√	√	√											
		Physics 1B or Higher Physics 1B	DPST1022 or DPST1024	PHYS1221 or PHYS1231	6					√	√		√	HP	HP	HP											

***HP = Higher Physics**

(1) Students who need to enrol in MTHS1312 will need to select additional 1st year subjects in the bachelor program, which may increase total program duration.

Key		
	√	Discipline Core in the diploma program - students must complete these courses to obtain their Diploma
	√	Discipline Core in the bachelor program - prioritise these courses over Electives to avoid an increase in total program duration
	√	Free Elective Option (do not exceed max no. of units)
	√	Compulsory Elective/ Hurdle (Must Pass)

1e Diploma in Computer Science

Computer Science is the study of the design, construction and use of computer systems. When you complete a Diploma in Computer Science, you'll develop the foundation skills and knowledge required for computer applications to be developed.

Computers, software and computing systems are key components in almost all industries. As industries progress and develop, computing capabilities need to keep pace with change.

Program Structure

Diploma in Computer Science students will undertake eight (8) courses in total, including six (6) core or prescribed courses, two (2) electives and one general education elective (Communication and Academic Literacy course).

Program Duration

For the Diploma in Computer Science, there are three intakes (starting times) per year: January, May and August/September (approximately). The program has 3 terms, running for a total of 11 months in duration. This allows students to enter UNSW in any one of the three terms one year after commencing in the Diploma program.

Program Learning Outcomes (PLOs)

At the end of the Diploma in Computer Science students should be able to:

PLO	Theme	Detail
1	Problem Solve	Demonstrate skill in approaching and solving problems and in treating data.
2	Apply Knowledge	Apply a working knowledge of fundamental scientific principles, methods of investigation, and an appreciation for objectivity and precision.
3	Experiment	Interpret technical instructions to enable successful completion of practical experiments.
4	Communicate	Communicate clearly by written and oral means.
5	Identify	Identify relationships between principles, theories, and conceptual frameworks in the mathematical and information sciences which underpin computer science.
6	Describe	Describe the significance of science and technology in modern society.

Assessments and Workload

Studying for the Diploma in Computer Science is a full-time commitment. Your attendance is required at lectures, tutorials, consultations and labs. Significant time should also be spent outside of class undertaking self-study, and preparing for assessments and exams.

No. Timetabled Hours Per Week	No. Personal Study Hours Per Week	Total Workload Hours Per Week
20 - 25 Hours	20 Hours	40 - 45 Hours

Students will undertake a number of different assessment types, which may include:

- Online Quizzes
- Presentations
- Team Projects
- Laboratory Practicals and Reports
- Quizzes
- Reports
- Mid Term Tests
- Final Exams

A full description of all assessment requirements, types and due dates is available on your Course Moodle Sites in the Course Outline.

Specialisations and Choosing Your Courses

There are no specialisations in the Diploma for this program, but students can decide to specialise in the following once they move into Second Year:

Computer Science, Database Systems, eCommerce Systems, Artificial Intelligence, Programming Languages, Computer Networks, Embedded Systems, Security Engineering (refer to the UNSW Undergraduate Handbook for details: https://www.handbook.unsw.edu.au/search

Program Completion and Progression

To receive the Diploma in Computer Science, students must complete 7 (seven) discipline courses (42 units of credit) plus Communication and Academic Literacy (6 units of credit) – a total of 48 units of credit.

Each Course in the program is worth 6 Units of Credit (UOC). A student should complete between 12 and 19 units of credit per term. If a student fails a course, they will need to repeat that course which may lengthen study time.

Diploma in Computer Science students must achieve a Satisfactory Grade (equivalent to IELTS 6.5) for the Communication and Academic Literacy (CAL) course and a minimum pass for all other courses to progress to the Second Year of the relevant degree program at UNSW. The CAL course runs over one to three terms, and you must pass it (minimum of 70% overall) to progress to Second Year.

Once a student successfully completes a UNSW Diploma in Computer Science they may progress to Second Year at UNSW Sydney.

Pre-requisite Courses

Some courses have one or more pre-requisite courses. A pre-requisite course is a course that must be successfully completed BEFORE a student can enrol in the course that requires the pre-requisite. If a student fails a pre-requisite course, then the student cannot enrol in the course that required the pre-requisite until such a date, where they have passed the pre-requisite course.

If a student has a pending grade (WJ or WD) for a pre-requisite course, they must not enrol in the subsequent course that requires that pre-requisite until the result is released. This may mean the student is unable to take the subsequent course in the current term.

Co-requisite Courses

A co-requisite is a course that needs to be taken at the same time (or prior to) as another course which requires the co-requisite. If a student fails the co-requisite course but passes the course that requires the co-requisite, then the student will receive credit for the course that required the co-requisite. The student will have to repeat the co-requisite at the next possible opportunity.

Pre-requisites and co-requisites are outlined in the Diploma matrix for each program.

Diploma in Computer Science Matrix

Computer Science Diploma 2025				
Course Names	**UNSW Diploma Course Code**	**UNSW Equivalent Course Code**	**Computer Science**	
Needs lower level maths:			no	yes
Fundamentals of Mathematics B (NEW course from T1 2025)	DPST1012	MATH1011		√
Mathematics 1A	DPST1013	MATH1131	√	√
Mathematics 1B	DPST1014	MATH1231	√	√
Introduction to Programming	DPST1091	COMP1511	√	√
Computer Systems Fundamentals	DPST1092	COMP1521	√	√
Software Engineering Fundamentals	DPST1093	COMP1531	√	√
Physics 1A or Higher Physics 1A	DPST1021 or DPST1023	PHYS1121 or PHYS1131	√	√
Introduction to Engineering Design & Innovation	DPST1071	DESN1000	√	√
Physics 1B or Higher Physics 1B	DPST1022 or DPST1024	PHYS1221 or PHYS1231	√	√
Molecules, Cells & Genes	DPST1051	BABS1201	√	√
Applied Biomolecular Sciences	DPST1052	BABS1202	√	√
Communication & Academic Literacy	DPGE1001, -1002, -1003 or DPGE1004	DPGE1001, -1002, -1003 or DPGE1004	√	√
Students who need to enrol in DPST1012 will need to select additional 1st year subjects in the bachelor program, which may increase total program duration.				
Key	√	√	Discipline Core in the diploma program - students must complete these courses to obtain their Diploma	
		√	Discipline Core in the bachelor program - prioritise these courses over Electives to avoid an increase in total program duration	
	√	√	Free Elective Option (do not exceed max no. of units)	
	√	√	Hurdle (Must pass)	
Courses with Pre- and Co-requisites:				
Physics 1A (DPST1021) or Higher Physics 1A (DPST1023)	Co-requisite: DPST1013 or DPST1012			
Physics 1B (DPST1022)	Co-requisite: DPST1014; pre-requisite Physics 1A or Higher Physics 1A			
Higher Physics 1B (DPST1024)	Co-requisite: DPST1014; pre-requisite Higher Physics 1A (DPST1023)			
Mathematics 1B (DPST1014)	Pre-requisite: DPST1013			
Software Engineering Fundamentals (DPST1093)	Prerequisite: DPST1091			
Computer Systems Fundamentals (DPST1092)	Prerequisite: DPST1091			

Diploma in Computer Science Study Plan

Program Requirements - You must complete at total of 48 Units of Credit (UoC) for your Diploma, as follows:
1) You must complete 6 UoC of Communication and Academic Literacy (either CAL 1, 2, 3 OR CAL 4).
2) You must complete all core courses for your specialisation (shown by the coloured fields).
3) Choose available electives to get to a total of 48 UoC.

Computer Science Diploma 2025			Recommended Study Plan						
Your Diploma Term	**Instructions**	**Course Name**	**UNSW Diploma Course Code**	**UNSW Equivalent Course Code**	**Units of Credit (UoC)**	**Computer Science**		**Co-requisites (C)/ Pre-requisites (P)**	**Notes**
1st	1) In your 1st term, you must enrol into the courses shown for your pathway (=16 or 18 UoC) 2) Only students who are approved for CAL4, are allowed to enrol into this course.	Communication & Academic Literacy 1 or 4 (CAL1 or 4)	DPGE1001 or DPGE1004	DPGE1001 or DPGE1004	4 or 6	√	√		
		Fundamentals of Mathematics B	DPST1012	MATH1011	6		√		
		Mathematics 1A	DPST1013	MATH1131	6	√			
		Introduction to Programming	DPST1091	COMP1511	6	√	√		
2nd	In your 2nd term, you must enrol into 18 or 19 UoC: 1) CAL2 (not for students who completed CAL4) 2) Mathematics 1A 3) Software Engineering Fundamentals OR Computer Systems Fundamentals 4) Core/ Elective Important note: #This course is not offered every term. Plan accordingly!	Communication & Academic Literacy 2 (CAL2)	DPGE1002	DPGE1002	1	√	√	Communication & Academic Literacy 1 (P)	
		Mathematics 1A	DPST1013	MATH1131	6		√		
		Mathematics 1B	DPST1014	MATH1231	6	√		Mathematics 1A (P)	
		Software Engineering Fundamentals	DPST1093	COMP1531	6	√	√	Introduction to Programming (P)	project-based course
		Select 1 additional course from below							
		Introduction to Engineering Design & Innovation#	DPST1071	DESN1000	6	√	√		Course not offered in Term 1 (January start); project-based course
		Computer Systems Fundamentals	DPST1092	COMP1521	6	√	√	Introduction to Programming (P)	
		Physics 1A or Higher Physics 1A	DPST1021 or DPST1023	PHYS1121 or PHYS1131	6	√	√	Fundamentals of Mathematics B or Mathematics 1A (C)	
		Molecules, Cells & Genes	DPST1051	BABS1201	6	√	√		
3rd	In your 3rd term, you must enrol into 12 or 13 UoC: 1) CAL3 (not for students who completed CAL4) 2) Software Engineering Fundamentals OR Computer Systems Fundamentals 3) Core/ Elective	Communication & Academic Literacy 3 (CAL3)	DPGE1003	DPGE1003	1	√	√	Communication & Academic Literacy 2 (P)	
		Computer Systems Fundamentals	DPST1092	COMP1521	6	√	√	Introduction to Programming (P)	
		Software Engineering Fundamentals	DPST1093	COMP1531	6	√	√	Introduction to Programming (P)	project-based course
		Mathematics 1B	DPST1014	MATH1231	6		√	Mathematics 1A (P)	
		Molecules, Cells & Genes	DPST1051	BABS1201	6	√	√		
		Introduction to Engineering Design & Innovation#	DPST1071	DESN1000	6	√	√		Course not offered in Term 1 (January start); project-based course
		Physics 1B or Higher Physics 1B	DPST1022 or DPST1024	PHYS1221 or PHYS1231	6	√	√	Physics 1A or Higher Physics 1A (P)	
		Applied Biomolecular Sciences#	DPST1052	BABS1202	6	√	√		Course not offered in Term 3 (Aug/Sept start)

***HP = Higher Physics**

(1) Students who need to enrol in MTHS1312 will need to select additional 1st year subjects in the bachelor program, which may increase total program duration.

Key	√	√	Discipline Core in the diploma program - students must complete these courses to obtain their Diploma.
	√	√	Free Elective Option (do not exceed max no. of units)
	√	√	Hurdle (Must Pass)

STEM Diplomas Frequently Asked Questions?

How Do I Know Which Physics Course to Enrol In?

If you have to take physics, you have a choice between studying the Standard Physics courses (DPST1021 & DPST1022, where applicable) or Higher Physics courses (DPST1023 & DPST1024, where applicable).

The content for the Physics 1A/ Higher Physics 1A and Physics 1B/ Higher Physics 1B courses is the same and students will be attending the same labs, lectures, workshops and tutorials. The difference between the courses is in the assessments. Higher Physics courses have more difficult assessments. Students find these subjects challenging.

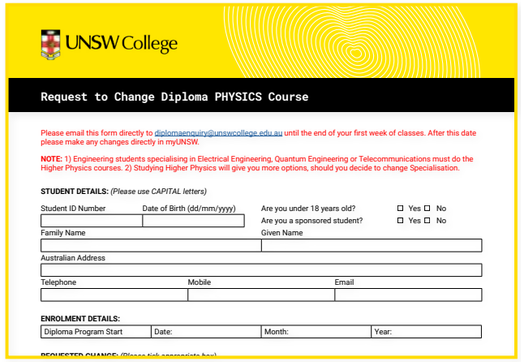
Note the following before you make your decision:

- Students specialising in Electrical Engineering, Telecommunications or Quantum Engineering (Engineering Diploma) must take the Higher Physics courses.
- Students specialising in Physics (Science Diploma), are urged to select the Higher Physics courses.
- Studying Higher Physics will keep your options open, should you decide to change your specialisation at any point during your studies. However, if you don't require Higher Physics for your specialisation, there is no advantage to take it and the marks you will achieve are likely to be lower than for the Standard Physics courses.

How Can I Change My Physics Course?

If you need to change your Physics course (until Sunday of Week 1), you can do this via MyUNSW.

If you wish to change from Higher Physics to Standard Physics after Week 1, you need to fill in the form Request to Change Diploma Physics Course available on the Student HUB and email it to DiplomaEnquiry@unswcollege.edu.au. Note that if you do this, any Higher Physics marks that you have already gained, will be counted towards your Standard Physics marks. Speak with your physics lecturer if you have any questions.



UNSW College

Request to Change Diploma PHYSICS Course

Please email this form directly to diplomaenquiry@unswcollege.edu.au until the end of your first week of classes. After this date please make any changes directly in myUNSW.

NOTE: 1) Engineering students specialising in Electrical Engineering, Quantum Engineering or Telecommunications must do the Higher Physics courses. 2) Studying Higher Physics will give you more options, should you decide to change Specialisation.

STUDENT DETAILS: *(Please use CAPITAL letters)*

Student ID Number | Date of Birth (dd/mm/yyyy) | Are you under 18 years old? ☐ Yes ☐ No
Are you a sponsored student? ☐ Yes ☐ No
Family Name | Given Name
Australian Address
Telephone | Mobile | Email

ENROLMENT DETAILS:

Diploma Program Start | Date: | Month: | Year:

Are All Courses Offered Each Term?

Note: The courses below are **NOT** offered every term. Make sure you plan ahead.

Not Offered Term 1 (January Start)	Not Offered Term 2 (May Start)	Not Offered Term 3 (Aug/Sep Start)
DPST1071	DPST1081	DPST1072
DPST1041	DPST1041	DPST1052

If you still require assistance with your enrolment, please email: DiplomaEnquiry@unswcollege.edu.au or speak with a Student Wellbeing Adviser.

1f Diploma in Business

The Diploma in Business provides the core business knowledge and skills needed to move into the world of business. The Diploma is designed to reflect the nature of real-world businesses. It offers an integrated curriculum and reflects the reality that business is complex, multi layered and spans several disciplines. The Diploma will help students explore business essentials and gain a breadth of experience and nuance of understanding across a range of disciplines, preparing them to tackle real challenges in the workplace or enter into the Second Year of the Bachelor of Commerce at UNSW.

Program Structure

All Diploma in Business students will undertake nine (9) courses in total including eight (8) core and one general education elective (Communication and Academic Literacy course).

Program Duration

For the Diploma in Business there are three intakes (starting times) per year: January, May and August/ September (approximately). The program has 3 terms, running for a total of 12 months in duration. This will allow you to enter UNSW in any one of the three terms one year after commencing in the Diploma program.

Program Learning Outcomes (PLOs)

At the end of the Diploma in Business students should be able to:

PLO	Theme	Detail
1	Demonstrate Business knowledge	Students will demonstrate an understanding of foundation knowledge in business disciplines, including accounting, finance, management, economics, business law, information systems, marketing, risk and strategy within the contexts of local and global business.
2	Problem Solve	Students will be able to analyse business problems and propose effective solutions.
3	Communicate in a Business Context	Students will communicate business information clearly and effectively for a specific audience and purpose.
4	Demonstrate Teamwork	Students will interact and collaborate effectively with others to achieve business outcomes.
5	Identify Responsible Business Practice	Students will be able to identify responsible business thinking, which is underpinned by ethical practice and sustainability consideration.
6	Demonstrate Global and Cultural Competence	Students will demonstrate awareness of diverse business systems and recognise and respect the cultural norms, beliefs and values of others.

Assessment and Workload

Studying for the Diploma in Business is a full-time commitment. Your attendance is required at lectures, tutorials and consultations. Significant time should also be spent outside of class undertaking self-study, and preparing for assessments and exams.

No. Timetabled Hours Per Week	No. Personal Study Hours Per Week	Total Workload Hours Per Week
18 - 20 Hours	20 Hours	38 - 40 Hours

- Case Study Analysis
- Final Exams
- Online Quizzes
- Presentations
- Portfolios
- Team projects

A full description of all assessment requirements, types and due dates are available on your Course Moodle Sites in the Course Outline.

Specialisations and Choosing Your Courses

The Diploma in Business offers only one specialisation, which is Commerce.

All students in this specialisation will complete the same eight (8) academic courses plus the Communicational and Academic Literacy (CAL) Course.

The Commerce specialisation allows students to pursue the following Majors in Second Year of a Bachelor of Commerce:

- Accounting
- Business Sustainability & Social Impact
- Business Analytics
- Business Economics
- Behavioural Economics
- Finance
- Financial Technology
- International Business
- Information Systems
- Cybersecurity Management
- Marketing
- Marketing Analytics
- Human Resource Management
- Innovation, Strategy & Entrepreneurship
- Taxation

Your majors are determined by the combination of courses you choose in Second Year in the Bachelor of Commerce. Refer to the UNSW Handbook www.handbook.unsw.edu.au/ for more information on majors.

Refer to the matrix below to see what courses you will be studying in the Diploma of Business.

Program Completion and Progression

All Diploma in Business students must complete 8 (eight) discipline courses (48 units of credit) plus Communication and Academic Literacy (6 units of credit) – a total of 54 units of credit. To receive the Diploma in Business students must achieve a Satisfactory Grade (equivalent to IELTS 7.0) for the Communication and Academic Literacy (CAL) course and a minimum Pass grade for all other courses. All courses are six (6) Units of Credit (UOC).

A student should complete between 18 and 19 units of credit per term. If you fail a course, you will need to repeat that course which may lengthen your study time. We recommend students take the failed course in the next term.

All Diploma in Business students must achieve a Satisfactory Grade (equivalent to IELTS 7.0) for the Communication and Academic Literacy (CAL) course and an average grade of 60% across the eight (8) discipline courses to progress to the Second Year of the relevant degree program at UNSW. The CAL course runs over one to three terms, and you must pass it (minimum of 80%) to progress to Second Year.

Once you successfully complete a UNSW Diploma in Business, you may progress to Second Year at UNSW Sydney.

Pre-requisite Courses

Some courses have one or more pre-requisite courses. A pre-requisite course is a course that must be successfully completed BEFORE a student can enrol in the course that requires the pre-requisite. If a student fails a pre-requisite course, then the student cannot enrol in the course that required the pre-requisite until such a date, where they have passed the pre-requisite course.

If a student has a pending grade (WJ or WD) for a pre-requisite course, they must not enrol in the subsequent course that requires that pre-requisite until the result is released. This may mean the student is unable to take the subsequent course in the current term.

Co-requisite Courses

A co-requisite is a course that needs to be taken at the same time (or prior to) as another course which requires the co-requisite. If a student fails the co-requisite course but passes the course that requires the co-requisite, then the student will receive credit for the course that required the co-requisite. The student will have to repeat the co-requisite at the next possible opportunity.

Pre-requisites and co-requisites are outlined in the Diploma matrix for each program.

Program Matrix Diploma in Business

The following table lists all of the courses offered in the Diploma in Business. All Diploma in Business students will complete the same eight (8) courses plus the Communication and Academic Literacy. Some course must be completed before other; these are called Pre-requisites.

Diploma in Business (Course Matrix by Degree and Specialisation)															
Course Names	UNSW Diploma Course Codes	UNSW Equivalent Course Codes	Accounting	Business Analytics	Business Economics	Business Strategy & Economic Mgmt	Finance	Financial Technology	Information Systems	Human Resource Management	International Business	Management	Marketing	Taxation
Business Decision Making	DPBS1100	COMM1100	√	√	√	√	√	√	√	√	√	√	√	√
Evidence Based Problem Solving	DPBS1110	COMM1110	√	√	√	√	√	√	√	√	√	√	√	√
Collaboration and Innovation in Business	DPBS1120	COMM1120	√	√	√	√	√	√	√	√	√	√	√	√
Financial Management	DPBS1140	COMM1140	√	√	√	√	√	√	√	√	√	√	√	√
Global Business Environments	DPBS1150	COMM1150	√	√	√	√	√	√	√	√	√	√	√	√
Organisational Resources	DPBS1170	COMM1170	√	√	√	√	√	√	√	√	√	√	√	√
Value Creation	DPBS1180	COMM1180	√	√	√	√	√	√	√	√	√	√	√	√
Data, Insights and Decisions	DPBS1190	COMM1190	√	√	√	√	√	√	√	√	√	√	√	√
Communication & Academic Literacy (DPGE1004 by permission only)	DPGE1001, -1002, -1003/OR DPGE1004	DPGE1001, -1002, -1003/or DPGE1004	√	√	√	√	√	√	√	√	√	√	√	√
Courses with Pre-requisites	**Pre-requisite**													
Global Business Environments	DPBS1100								√	Discipline-specific courses				
Organisational Resources	DPBS1140								√	Elective				
Value Creation	DPBS1140													
Data, Insights and Decisions	DPBS1110													
Articulation Requirements *	**All Commerce Student must complete eleven (11) courses**													
B Comm pathway students	8 IFY Comm courses+ CAL + COMM0999 & 1999													

*Please note that these requirements may be subject to change. Students should consult the UNSW Handbook/College Diploma Handbook and seek advice to ensure courses count toward program requirements.

Diploma in Business Study Plan

Study Plan		2025 Intake	
Your Diploma Term	**Course Name**	**UNSW Diploma Course Code**	**Pre-requisite course code**
1st	Business Decision Making	DPBS1100	none
	Financial Management	DPBS1140	none
	Communication & Academic Literacy 1 or 4	DPGE1001/ DPGE1004	none
2nd	Evidence Based Problem Solving	DPBS1110	none
	Collaboration and Innovation in Business	DPBS1120	none
	Global Business Environments	DPBS1150	DPBS1100
	Communication & Academic Literacy 2	DPGE1002	DPGE1001
3rd	Organisational Resources	DPBS1170	DPBS1140
	Value Creation	DPBS1180	DPBS1140
	Data, Insights and Decisions	DPBS1190	DPBS1110
	Communication & Academic Literacy 3	DPGE1003	DPGE1002

1g Diploma in Architecture

Architecture is about exploring and redefining what place means to people. As an emerging architect at UNSW, you will focus on the physical form of design, and the elevated thinking that supports it. You will learn how to design buildings and settings that will influence and benefit the future of individuals and communities within them. You will also learn how to address every angle in this process, taking wider sustainability, cultural and economic needs into consideration.

Our teaching staff include experienced architects and academics in an inclusive, collaborative learning environment. With their guidance, you will develop the design skills and technical knowledge to establish impactful careers and influence the industry's future.

Career Opportunities

- Architect
- Architectural Technician
- Interior and Special Designer
- Building Surveyor
- Town Planner
- Production Designer
- Structural Engineer

Progress to UNSW Sydney

Once you successfully complete a UNSW Diploma in Architecture, you will progress to Second Year at UNSW Sydney and choose a degree major to prepare for your future career.

Diploma in Architecture students must achieve a Satisfactory Grade (equivalent to IELTS 6.5) for the Communication and Academic Literacy course and a minimum pass for all other courses to progress to Second Year of the relevant degree program at UNSW. The CAL course runs over one to three terms, and you must pass it (minimum of 70% overall) to progress to Second Year.

Pre-requisite Courses

Some courses have one or more pre-requisite courses. A pre-requisite course is a course that must be successfully completed BEFORE a student can enrol in the course that requires the pre-requisite. If a student fails a pre-requisite course, then the student cannot enrol in the course that required the pre-requisite until such a date, where they have passed the pre-requisite course.

If a student has a pending grade (WJ or WD) for a pre-requisite course, they must not enrol in the subsequent course that requires that pre-requisite until the result is released. This may mean the student is unable to take the subsequent course in the current term.

Co-requisite Courses

A co-requisite is a course that needs to be taken at the same time (or prior to) as another course which requires the co-requisite. If a student fails the co-requisite course but passes the course that requires the co-requisite, then the student will receive credit for the course that required the co-requisite. The student will have to repeat the co-requisite at the next possible opportunity.

Pre-requisites and co-requisites are outlined in the Diploma matrix for each program.

Architecture is about exploring and redefining what place means to people. As a student of architecture, you will focus on the physical form of design, and the elevated thinking that supports it. Students will learn how to design buildings and settings that will influence and benefit the future of individuals and the communities within them. They will also learn how to address every angle in this process, taking wider sustainability, cultural and economic needs into consideration.

Program Structure

All Diploma in Architecture students will undertake eight (8) courses in total, including three (3) to five (5) core or prescribed courses, three to five faculty electives and one general education elective the Communication and Academic Literacy course.

Program Duration

The Diploma in Architecture is three (3) terms, running for a total of 12 months in duration. For the following specialisations Architectural Studies and Interior Architecture, there are two intakes (starting times) per year: January and August/September (approximately). For the specialisation Landscape Architecture, there is only one intake per year in January.

Program Learning Outcomes (PLOs)

At the end of the Diploma in Architecture students should be able to:

PLO	Theme	Detail
1	Apply knowledge	Apply social, cultural, environmental and technical knowledge and skills to design proposals within local and global contexts.
2	Act ethically	Act ethically and responsibly in the scholarship and practice of architecture and design.
3	Demonstrate	Demonstrate fundamental skills in architecture and design enquiry through research, analysis and reflection.
4	Collaborate	Collaborate in teams encompassing diverse cultural and disciplinary affiliations.
5	Communicate	Communicate research, knowledge and design ideas using verbal, digital and visual representational techniques as appropriate to the audience, purpose and context.

Assessments and Workload

Studying the Diploma in Architecture is a full-time commitment, with attendance required at lectures, studios and tutorials and outside of class required readings, completing homework and preparing for assessments and exams. Below is an indicative workload for a student; this may vary slightly week to week

No. Timetabled Hours Per Week	No. Personal Study Hours Per Week	Total Workload Hours Per Week
18 - 20 Hours	20 Hours	38 - 40 Hours

Students will undertake a number of different assessment types which may include:

- Case Study Analysis
- Oral and video pitches
- Presentations
- Portfolios
- Team Projects
- Video production and editing
- Research Tasks
- Reflections
- Final Exams

A full description of all assessment requirements, types and due dates is available on your Course Moodle Sites in the Course Outline.

Specialisations and Choosing Your Courses

The Diploma in Architecture has three specialisations:

- Architectural Studies
- Interior Architecture
- Landscape Architecture

Students select the specialisation (Major) they wish to pursue at application and that will determine the selection of courses the student has to complete. For details to help you choose your courses, refer to the Diploma in Architecture Matrix on the next page.

If you need assistance with course selection, please contact DiplomaEnquiry@unswcollege.edu.au

If you are not sure of your specialisation, please check your offer letter. If you wish to change your specialisation, please see our FAQ.

Program Completion and Progression

To receive the Diploma in Architecture students must complete 7 (seven) discipline courses (42 units of credit) plus Communication and Academic Literacy (6 units of credit) – a total of 48 units of credit to receive the Diploma in Architecture. Each Course in the program is worth 6 Units of Credit (UOC)

A student should complete between 12 and 19 units of credit per term. If you fail a course, you will need to repeat that course which may lengthen your study time. We recommend students take the failed course in the next term if available.

Diploma in Architecture students must achieve a Satisfactory Grade (equivalent to IELTS 6.5) for

the Communication and Academic Literacy (CAL) course and a minimum pass for all other courses to progress to the Second Year of the relevant degree program at UNSW. The CAL course runs over one to three terms, and you must pass it to progress to Second Year.

Once you successfully complete a UNSW Diploma in Architecture, you may progress to Second Year at UNSW Sydney or use your Diploma to enter the workforce.

Diploma in Architecture Course Matrix

Diploma in Architecture						
Pre-requisites	UNSW College Courses	UNSW Diploma Course Code	UNSW Equivalent Course Code	UNSW Bachelor Degrees		
				Architectural Studies	Interior Architecture	Landscape Architecture
			FADA6406*	√	√	√
	Practical Design Studio 1	DPDE1001	ARCH1101/INTA1000/ LAND2101	√	√	√
	Communication in the Built Environment	DPDE1002	BENV1010	√	√	√
	Design History and Theory 1	DPDE1003	BENV1015/ LAND2122/ ARCH1080	√	√	√
DPDE1001/ ARCT1301 & DPDE1005/ ARCT1305	Practical Design Studio 2	DPDE1004	ARCH1102/INTA2000/ LAND2102	√	√	√
DPDE1002/ ARCT1302	Architectural Composition & Modelling	DPDE1005	INTA1002, LAND2142	√	√	√
	Building Environments and Technics 1	DPDE1006	ARCH1162/ INTA2001/ INTA2002	√	√	√
	Architectural Science & Building Environment 1	DPDE1007	ARCH1161	√	n/a	n/a
DPDE1003/ ARCT1303	Interior Architecture Critical Perspectives	DPDE1008	INTA3002	n/a	√	n/a
	Introduction to Landscape Architecture & Analysis	DPDE1010	LAND2121/ LAND2151 / LAND2152	n/a	n/a	√
	Communication & Academic Literacy	DPGE1001, -1002, -1003 or DPGE1004	DPGE1001, -1002, -1003 or DPGE1004	√	√	√
*Upon completion of the Diploma in Architecture, you will also get credit for UNSW course FADA6406.						
Key						
√	**Compulsory/Prescribed Core Course**					
√	**Hurdle - must pass but does not count towards WAM**					
A student must complete 48UOC						
7 Discipline Courses + CAL						

Comments	Intakes into Diploma	Intakes into UNSW (Program code)
Architectural Studies	Term 1, Term 3	Term 1, Term 3 (3261)
Interior Architecture	Term 1, Term 3	Term 1, Term 3 (3256)
Landscape Architecture	Term 1	Term 1 (3381)

Diploma in Architecture Course and Study Plan

The following table lists all of the courses offered in the Diploma in Architecture. You must complete (7) discipline courses plus Communication and Academic Literacy. The courses you choose will depend on your Specialisation. Some courses must be completed before others; these are called pre-requisites.

You must enrol in your courses based on the study plan below.

For example, Term 1 students must enrol in all Term 1 subjects.

If you fail a course in any term, you must repeat that course in the next available term.

For example, if you fail ART1301 you must repeat this in Term 2. If this happens, you will need to delay taking ARCT1305 to Term 3 because you can only take up to 19 UOC in each term.

Diploma in Architecture Study Plan						
Study Plan	DipA Intake DipB Intake DipC Intake	UNSW Diploma Course Code	Built Environment Streams			Pre-Requisite Course Code
			Architectural Studies	Interior Architecture	Landscape Architecture	
Your Diploma Term						
1st	Practical Design Studio 1	DPDE1001	√	√	√	
	Communication in the Built Environment	DPDE1002	√	√	√	
	Communication & Academic Literacy 1 or 4	DPGE1001/ DPGE1004	√	√	√	
2nd	Design History and Theory 1	DPDE1003	√	√	√	
	Architectural Composition & Modelling	DPDE1005	√	√	√	DPDE1002
	Building Environments and Technics 1	DPDE1006	√	√	√	
	Communication & Academic Literacy 2	DPGE1002	√	√	√	DPGE1001
3rd	Practical Design Studio 2	DPDE1004	√	√	√	DPDE1001& DPDE1005
	Architectural Science & Building Environment 1	DPDE1007	√	n/a	n/a	
	Interior Architecture Critical Perspectives	DPDE1008	n/a	√	n/a	DPDE1003
	Introduction to Landscape Architecture & Analysis	DPDE1010	n/a	n/a	√	
	Communication & Academic Literacy 3	DPGE1003	√	√	√	DPGE1002
			Key			
			√		You must take this course	
			n/a		You do not need to take this course	

1h Diploma in Media & Communication

Contemporary media is a dynamic, global, and increasingly complex topic. By studying media at UNSW, you will explore the professional, social, cultural, political, economic and philosophical impacts that contemporary media and communication have on our daily lives.

It's the place to tap into your creativity while learning about the world around you.

Led by academics actively engaged in media industries, the media degree at UNSW will open a world of opportunities to help you pursue your media career.

The Bachelor of Media at UNSW offers specialisations in cinema studies, communication and journalism, media studies, public relations and advertising, and screen production. By studying media at UNSW, you will develop practical vocational skills as well as the conceptual, strategic, creative, and critical capabilities to help set you apart within the media and communication industry.

Career Opportunities

- Corporate Communications Manager
- Advertising Strategist
- Public Relations Consultant
- Brand Manager
- Journalist
- Filmmaker
- Animator
- Copywriter
- Publicist
- Media Advisor

Progress to UNSW Sydney

Once you successfully complete a UNSW Diploma in Media & Communication, you will be able to progress to the second year of study at UNSW Sydney in the Bachelor of Media degree, in one of the following specialisations:

- Cinema Studies
- Communication and Journalism
- Media Studies
- PR and Advertising
- Screen Production

Diploma in Media and Communication students must achieve a Satisfactory Grade (equivalent to IELTS 6.5) for the Communication and Academic Literacy course and a minimum pass for all other courses to progress to the second year of the relevant degree program at UNSW. The CAL course runs over one to three terms, and you must pass it (minimum of 70% overall) to progress to Second Year.

Pre-requisite Courses

Some courses have one or more pre-requisite courses. A pre-requisite course is a course that must be successfully completed BEFORE a student can enrol in the course that requires the pre-requisite. If a student fails a pre-requisite course, then the student cannot enrol in the course that required the pre-requisite until such a date, where they have passed the pre-requisite course.

If a student has a pending grade (WJ or WD) for a pre-requisite course, they must not enrol in the subsequent course that requires that pre-requisite until the result is released. This may mean the student is unable to take the subsequent course in the current term.

Co-requisite Courses

A co-requisite is a course that needs to be taken at the same time (or prior to) as another course which requires the co-requisite. If a student fails the co-requisite course but passes the course that requires the co-requisite, then the student will receive credit for the course that required the co-requisite. The student will have to repeat the co-requisite at the next possible opportunity.

Pre-requisites and co-requisites are outlined in the Diploma matrix for each program.

Contemporary media is a dynamic, global, and increasingly complex topic. By studying Media & Communication, students will investigate the professional, social, cultural, political, economic and philosophical impacts that contemporary media has on our daily lives.

Program Structure

All Diploma in Media and Communication students will undertake eight (8) courses in total, including five (5) or six (6) core or prescribed courses, one or two elective and one general education course the Communication and Academic Literacy course.

Program Duration

In the Diploma in Media and Communication there are three intakes (starting times) per year: January, May and August/September (approximately). The program has 3 terms, running for a total of 12 months in duration. This will allow you to enter UNSW in any one of the three terms one year after commencing in the Diploma program.

Program Learning Outcomes (PLO's)

At the end of the Diploma in Media and Communication students should be able to:

PLO	Theme	Detail
1	Apply knowledge	Situate and apply professional communication practices in the context of theoretical and conceptual knowledge about media.
2	Analyse and evaluate	Critically analyse and evaluate professional communication practices and texts across a broad range of media situations and contexts.
3	Demonstrate	Demonstrate initiative and originality in applying the dynamic practices of professional communication.
4	Collaborate	Work collaboratively to apply a range of relevant media practices
5	Use ethical practices	Use ethically informed practices grounded in an appreciation of a broad range of media forms, delivery contexts and the cultural diversity of media audiences.
6	Communicate	Communicate effectively in a range of forms and delivery contexts.

Diploma in Media and Communication Course Matrix

Diploma in Media and Communication			UNSW Bachelor of Media				
Course Names	UNSW Diploma Course Code	UNSW Equivalent Course Code	Cinema Studies	Communication & Journalism	PR & Advertising	Media Studies	Screen Production
Media and Communication Contexts	DPHU1001	MDIA1002	√	√	√	√	√
Public Relations and Advertising Foundations	DPHU1002	MDIA1003	√	√	√	√	√
News Fundamentals	DPHU1003	MDIA1004	√	√	√	√	√
Media Entrepreneurship	DPHU1004	MDIA1007	√	√	√	√	√
Introduction to Film Studies	DPHU1005	ARTS1060	√	√	√	√	√
Screen Production 1	DPHU1006	ARTS1064	√	√	√	√	√
Media, Society & Politics	DPHU1007	MDIA1091	√	√	√	√	√
Working with Data	DPHU1008	MDIA1092	√	√	√	√	√
Communication & Academic Literacy	DPGE1001-3/4	DPGE1001, -1002, -1003 or DPGE1004	√	√	√	√	√
No Discipline Courses with Pre- and Co-requisites							

√	Students must take this course
√	Students have a choice to take this course
√	Students must take this course. This is a hurdle course. This course result is not included in your WAM.

Diploma of Media and Communication Study Plan

Diploma of Media and Communication								
Your Diploma Term	Course Name	UNSW Diploma Course Code	Bachelor of Media Specialisations					Notes
			Cinema Studies	Communication & Journalism	PR & Advertising	Media Studies	Screen Production	
1st	News Fundamentals	DPHU1003	√	√	√	√	√	
	Public Relations & Advertising Foundations	DPHU1002	√	√	√	√	√	
	Communication & Academic Literacy	DPGE1001/DPGE1004	√	√	√	√	√	
2nd	Journalistic Voices & Values	DPHU1001	√	√	√	√	√	Students who started in Term 2 2025 (May 2025) and **passed** DPHU1001 Media and Communication Contexts may take DPHU1003 News Fundamentals in their second term commencing 1 September 2025. Students who started in Term 2 2025 (May 2025) and **did not pass** DPHU1001 Media and Communication Contexts must retake DPHU1001 in their second term commencing 1 September 2025.
	Media, Society & Politics	DPHU1007	√	√	√	√	√	
	Introduction to Film Studies	DPHU1005	√	√	√	√	√	
	Communication & Academic Literacy	DPGE1002	√	√	√	√	√	
3rd	Digital Entrepreneurship	DPHU1004	√	√	√	√	√	
	Working with Data	DPHU1008	√	√	√	√	√	
	Screen Production 1	DPHU1006	√	√	√	√	√	
	Communication & Academic Literacy	DPGE1003	√	√	√	√	√	

Key	
√	You must take this course.
√	You have a choice to take this course.
√	Students must take this course. This is a hurdle course. This course result is not included in your WAM.

Diploma in Media & Communication Courses	For the purposes of UNSW Bachelor of Media
DPHU1001 Media and Communication Contexts	This is a Level 1 Specialisation course for Communication and Journalism, or an optional expansion/elective course for all other specialisations
DPHU1002 Public Relations and Advertising Foundations	This is a Level 1 Specialisation course for Public Relations and Advertising, or an optional Foundation Focus course for all other specialisations
DPHU1003 News Fundamentals	This is a Level 1 Specialisation course for Communication and Journalism, or an optional Foundation Focus course for all other specialisations
DPHU1004 Media Entrepreneurship	This is an optional Foundation Focus course for all specialisations
DPHU1005 Introduction to Film Studies	This is a Level 1 Specialisation course for Cinema Studies, or an optional Foundation Focus course for all specialisations
DPHU1006 Screen Production 1	This is a Level 1 Specialisation course for Screen Production, or an optional Foundation Focus course for all specialisations
DPHU1007 Media, Society & Politics	This is a required Foundation Grounding course for all specialisations, or a Level 1 specialisation course for Media Studies
DPHU1008 Working with Data	This is a required Foundation Grounding course for all specialisations, or a Level 1 specialisation course for Media Studies

Glossary of Terms (https://www.student.unsw.edu.au/glossary)	
Level 1 Specialisation course	Undergraduate courses are usually classified by Level e.g. Level 1 courses are usually undertaken in the first stage of a program, Level 2 in the second stage etc. https://www.student.unsw.edu.au/glossary
Foundation Course	A core course, usually taken in Stage 1 that must be satisfactorily completed in order to complete the requirements of the program. It lays the foundations for higher level courses. https://www.student.unsw.edu.au/glossary#FoundationCourse
Elective	A course for which a student has some choice of courses available to fulfil the same academic rule. https://www.student.unsw.edu.au/glossary#Elective

Progressing to Second Year in the Bachelor of Media at UNSW

The 7 (seven) disciplinary courses (42 units of credit) successfully completed in the Diploma will be able to be counted towards the requirements for the Bachelor of Media, allowing students to progress to the second year of this degree.

Once students complete their Diploma and progress to the second year in the Bachelor of Media at UNSW and select their chosen specialisation in cinema studies, communication and journalism, media studies, public relations and advertising, or screen production—they can consult UNSW Student Enquiries and obtain a Program Progression Check, to have a clear guide to the remaining requirements for completion of their specialisation in the Bachelor of Media and to confirm how the courses completed in the Diploma can be counted.

The Bachelor of Media requirements are that students must take 24 UOC of Foundation courses, including 12 UOC of Focus Courses and 12 UOC of Grounding Courses. Students may also take 6 UOC of a further Level 1 course in their chosen specialisation. The other 12 UOC of courses completed in the Diploma will be able to be counted either as Expansion courses, Free Electives, or as requirements toward an optional Media Minor.

1i Frequently Asked Questions (FAQ's)

How Do You Know Which Courses You Need to Take Each Term?

1. Find your Specialisation/Major in the Study Plan/Course Matrix for the Diploma that you are enrolled in and chose the courses under that specialisation. If you are unsure or want advice please email: DiplomaEnquiry@unswcollege.edu.au.
2. From the **Study Plan** you can see which courses you need to enrol into for each of your Diploma terms. **Note**: if you start your Diploma in September, this is Term 3 at UNSW, but for UNSW Diplomas this is your Term 1. Therefore, you must select the courses listed under the Diploma Term 1. You MUST follow the **Study Plan**. This will ensure that there are no timetable clashes between your courses and you finish your Diploma in the shortest amount of time.
3. If you fail one or more courses, the order in which you complete your courses may change.
   If you fail a course, you need to create your own **Study Plan**. This can be done with the support of a Student Progress Adviser. If you fail a course you must repeat this in the next available term. This will change your study plan as you can only take 19 UOC per term. You will need to drop a course to make room in your study plan for the repeated subject. Note the following important points when you do this:

   a. Courses that form pre-requisites for other courses should be taken first. Refer to the Course matrix. These courses are normally offered every term and you need to enrol into them first, before adding your other courses into your timetable.

   b. Next, try and fill your Timetable with other core courses from the **Study Plan** (these are the ones listed under your 1st, 2nd, 3rd Diploma Term). If you cannot fit a course into your Timetable, only then should you select a course from the list of Electives. Take note of the max number of units of Electives that you are allowed to take.

How Do I Know What Specialisation (Major) I Am Enrolled In?

Sometimes students do not realise that someone else (e.g. their Agent) may have selected their 'Specialisation' for them. Please check your specialisation which is listed in your offer letter and change if needed. See how to do this under changing my specialisation below.

Can I Change My Specialisation (Major)?

If you wish to change your Specialisation, this can be done at the end of Term 1. Complete the change in your MyUNSW which will trigger an approval workflow. Once approved, the change will be automatically be processed.

Once the change has been processed, remember to make any required course changes that come with the change of Specialisation, in your MyUNSW.

Can I Change My Program?

Can you change Programs, e.g. from the Engineering Diploma to the Science Diploma or Business Diploma to Diploma in Media and Communication, or from Diploma to Foundation Studies?

Sometimes students find out that what they signed up for is not what they want to study. Or they change their mind about what they are interested in, or find the course they are studying too difficult. Here are some examples of this:

- What if I am an Engineering Diploma student but want to move to the Science Diploma or Computer Science Diploma?
- What if I am a Science Diploma or Business Diploma student but want to move to the Diploma in Media and Communication?
- What if I find the Diploma too difficult and need to move into Foundation Studies?

All of these scenarios and more are possible, if you meet the entry requirements. If you are thinking you may want to change your course or stream, please do contact our Enrolment Team via email at enrolments@unswcollege.edu.au before the deadline of the change program application.

Can I Drop a Course?

If you wish to drop a course **before Census Day** (Thursday Week 4), you may do so if you are a domestic* student. International students need permission to drop a course before **Census Day** and must demonstrate Compassionate & Compelling circumstances, due to student visa requirements. You must complete the request form on MyUNSW and email it to DiplomaEnquiry@unswcollege.edu.au. Once you have received permission, you can drop the course via MyUNSW. Domestic* students can drop a course but, should also do so before **Census Day** to avoid financial or academic penalties.

If you wish to drop a course **after Census Day**, you do not require permission. You can drop the course via MyUNSW. Please be aware of the financial penalty and potential academic penalty that may apply after **Census Day**.

Domestic* student = only UNSW Gateway Admissions Pathway students qualify as domestic students.

What Is a UOC?

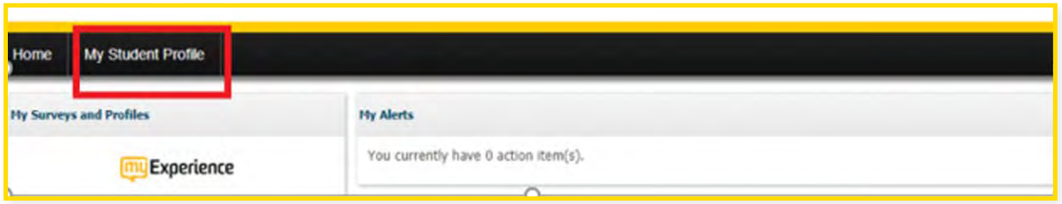
The academic structure is based on Units of Credit (UOC). Every course in the UNSW Diploma programs has a UOC value. Program requirements are partly defined in terms of the completion of a specified number of UOC. The following table outlines the units of credit for each course offered in the Diploma program.

Course	UOC
DPGE1001	4
DPGE1002	1
DPGE1003	1
DPGE1004	6
All other courses	6

1j How to Enrol & Register in Your Diploma Courses Using MyUNSW

Diploma Enrolment Guide for all students

Step 1. Login To MyUNSW > Select My Student Profile



Step 2. Enrolment Selection

From the My Student Profile tab you may select one of the following options:

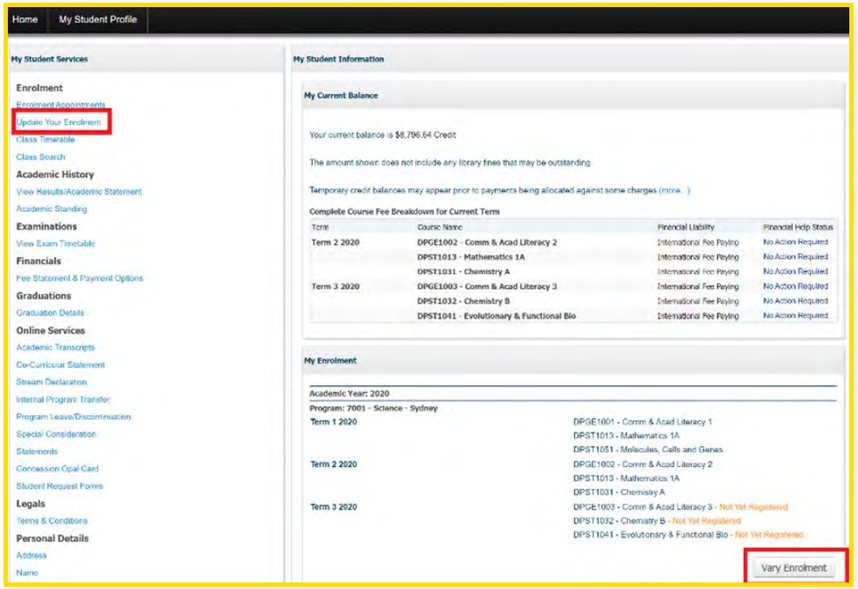
1. "Update Your Enrolment" - for course enrolment for Term 1

OR

2. "Vary Enrolment" - to change Term 2 or 3 course enrolment (if already enrolled)

Step 3. Update Enrolment

Tip: If you select "Update Enrolment" and it's the first time you are enrolling for the Term, you need to save/ confirm the personal statistics. You only need to do this once per term.



After confirming all your personal details, you will be asked to select "Update Enrolment".

Enrolment Basket

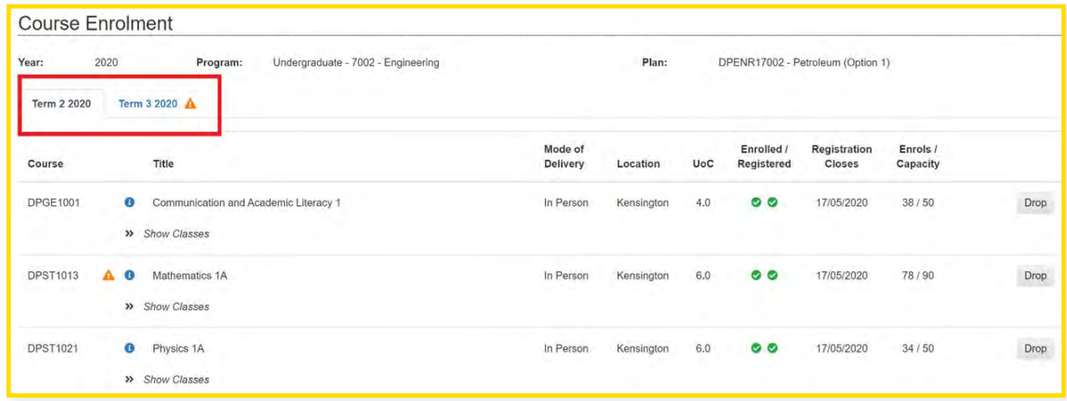
Once you select "Update Enrolment", the course enrolment page will load an annual view of your enrolment. Please search for the course you wish to enrol in from this page.

Tip: For continuing students, you are able to enrol in any order provided you satisfy pre-requisite rules.

Step 4. Course Enrolment

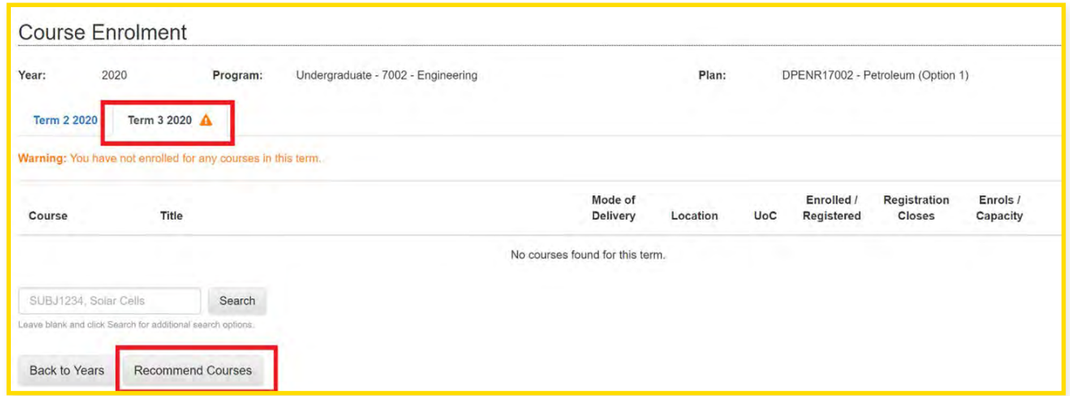
Tip: If you see an orange triangle, this indicates that enrolment for the term is not finalised.

In the example below, the enrolment for Term 3 is not finalised. You need to choose "Term 3 2022" to enrol for the Diploma term starting on 29 August 2022.



Step 4.1.1 Recommend Courses

To view the offered Diploma courses, you must select “Recommend Courses”.

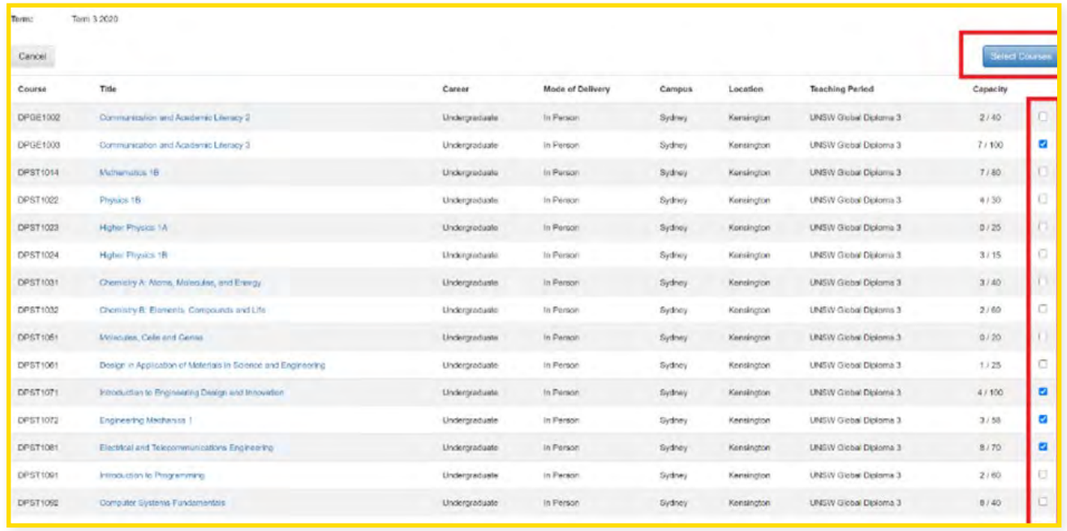


Step 4.1.2 Selecting the Correct Course for Enrolment

To select the correct course, refer to the Study Plan for your program in this Diploma Handbook.

Step 4.1.3 Confirm Your Course Selection

Please review your selection. Once satisfied click on the “Selected Courses” Button. This saves your course selection.

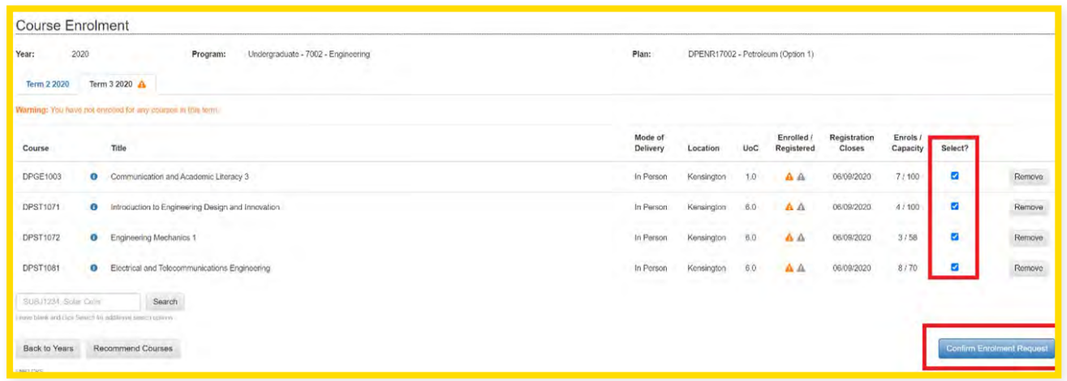


Tip: As students can enrol before their results have been released, you need to assume that you will pass all the Term courses and vary enrolment if needed after the release of examination results. Refer to Step 2 to Vary Enrolment.

Step 4.1.4 Submitting Enrolment Request

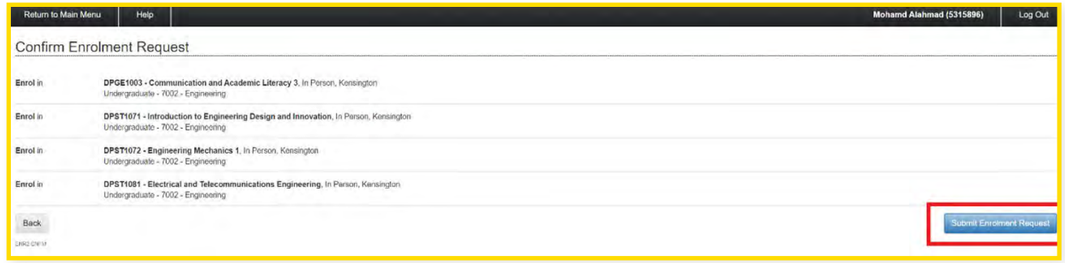
After selecting the required courses, you will be returned to the Enrolment Basket. You will now be asked to confirm your course selection is correct. Select the required courses and click **“Confirm Enrolment Request”**.

Tip: This is your opportunity to remove any errors.



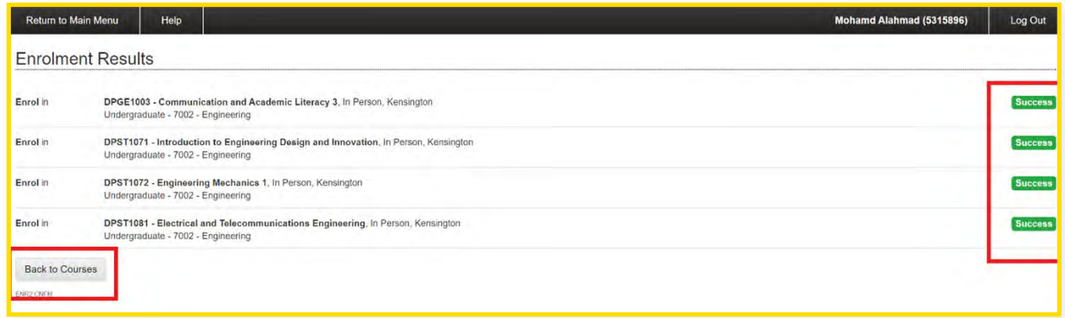
Step 4.1.5 Please Confirm Your Enrolment by Clicking "Submit Enrolment Request" Again

This is the final confirmation that your course selection is correct.



Step 5. Success

After submitting the Enrolment Request, if "success" appears, this means your enrolment application has been successful, and you are enrolled in the courses.



Step 6. Back to Courses, Swap, Add or Drop Courses

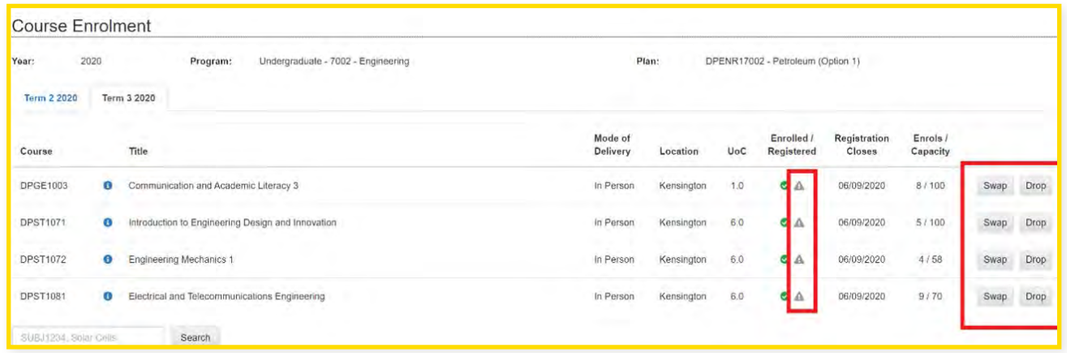
After selecting "Back to Courses" you can see that the Enrolled status is now a green tick while the Registered status remains grey. **Please check Class Registration - Step 7 to enrol in specific classes**.

At this point, you can swap or drop courses in which you are enrolled.

Step 6.1 You Are Encouraged Not to Use the "Swap" Function

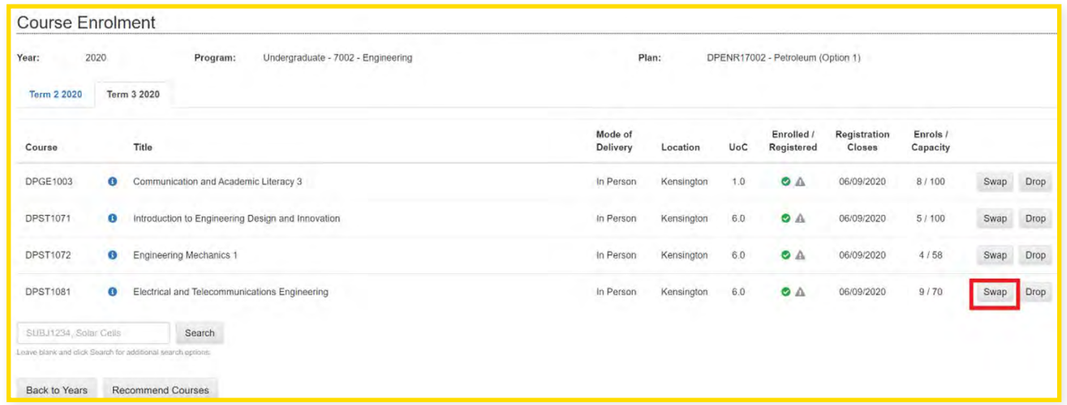
If you need to change your enrolment (especially after the results), you should **drop** a course by clicking **"Drop"** and then clicking **"Recommended Courses"** and go through the process again to add a course according to your updated **Study Plan**.

If y**ou just want to add** a course, you can click **"Recommended Courses"** and go through the process again to add a course according to your updated **Study Plan**.



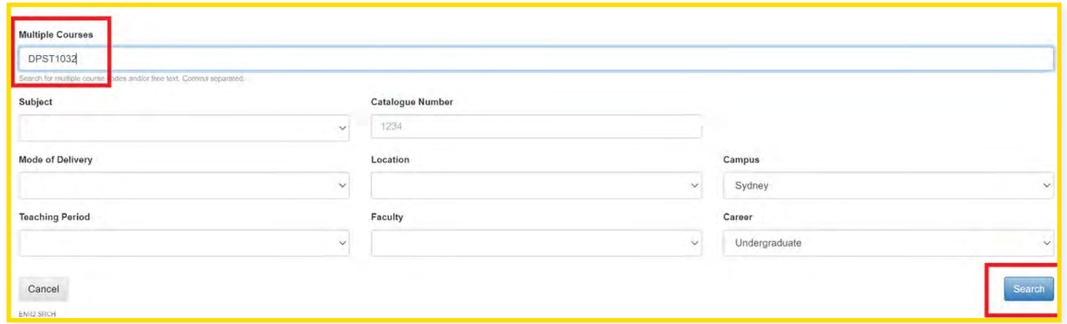
Step 6.1.1 "Swap" Function

If you want to use the swap box to change your enrolment, you can click "Swap", which will take you to the Course Search Page (Swap is only for dropping a course and then adding another one).



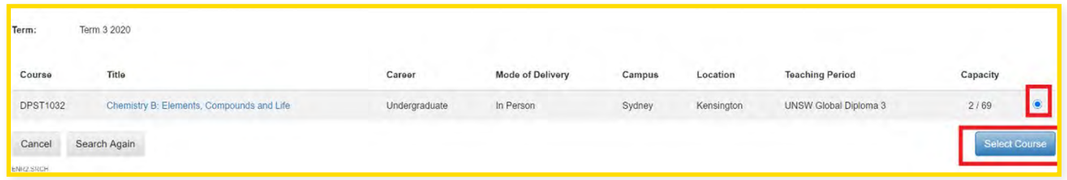
On the course search page, you should only search for courses with **"DP codes"** and you need to make sure it matches with your most updated **Study Plan**. We have attached a list of the correct **Course codes for UNSW Diploma courses in this Handbook**.

For example, if your **Study Plan** for Term 1 has MA1131-Mathematics 1A as an enrolled course for Term 1 2021, then you need to search "DPST1032" and add it to your enrolment in MyUNSW.



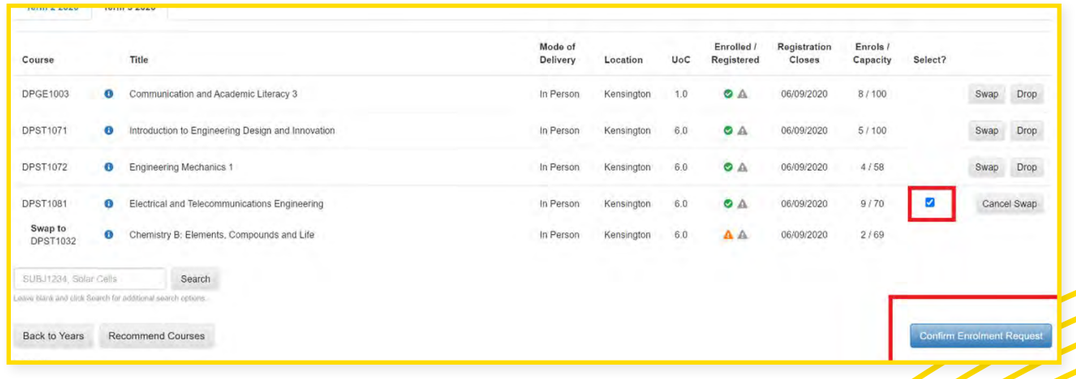
Step 6.1.2 Searching for the Correct Course

If you search for the correct course, it will show you the correct course details. You need to select the course by clicking and the **"Select Course"** tab.



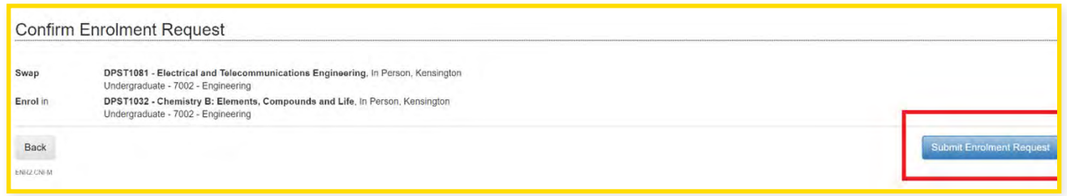
Step 6.1.3 Confirm Enrolment Request

After selecting the course, you will be back to the course enrolment where you need to select the swap check box again and click **"Confirm Enrolment Request"**.



Step 6.1.4 Submit Enrolment Request

On the next page, you again need to click **"Submit Enrolment Request"** to finalise the swap.



Step 6.1.5 Success

If 'Success' appears, this means your enrolment swap application has been successful. It will also show you what courses you have swapped. In this example, DPST1081 has been swapped with DPST1032. The student is now enrolled in DPST1032.

Step 7. Class Registration (Timetable)

Please check Enrolment Appointments from your MyUNSW Student Profile to see when you will be able to complete Class Registration.

Step 7.1 Select Classes

Click select classes.

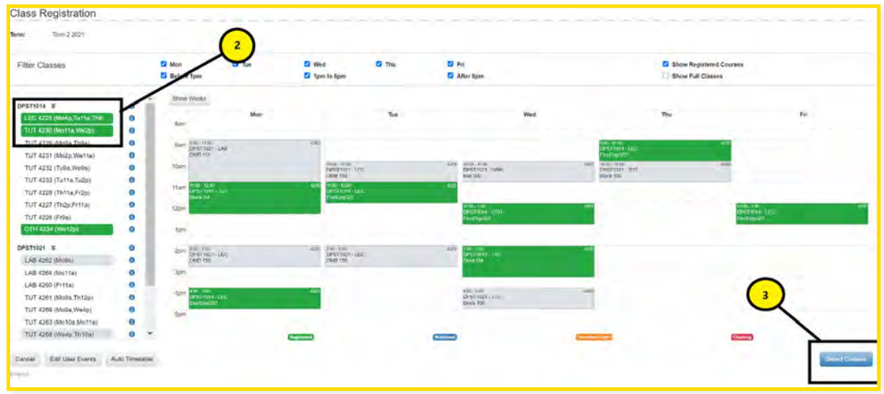
Step 7.2 Choose Class Times

Choose a class time for each component of the courses you are enrolled in.
Normally this includes:

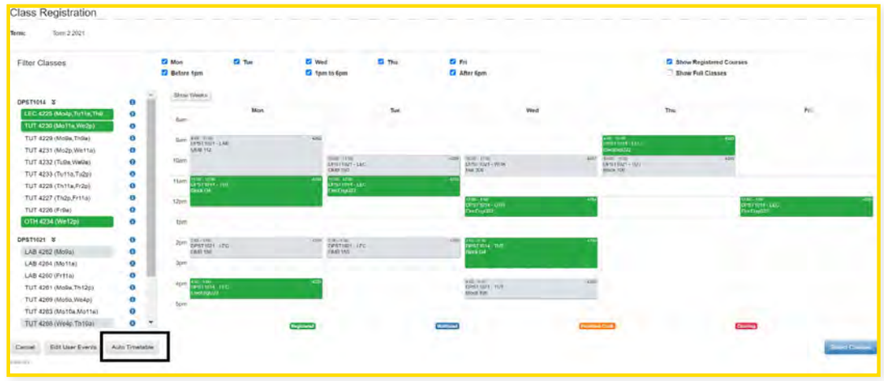
- Lecture
- Tutorial
- Seminar/Lab or Other

If you are enrolled in a course with 4 components, choose the “TUT” component first as it will automatically select the “LEC” component.

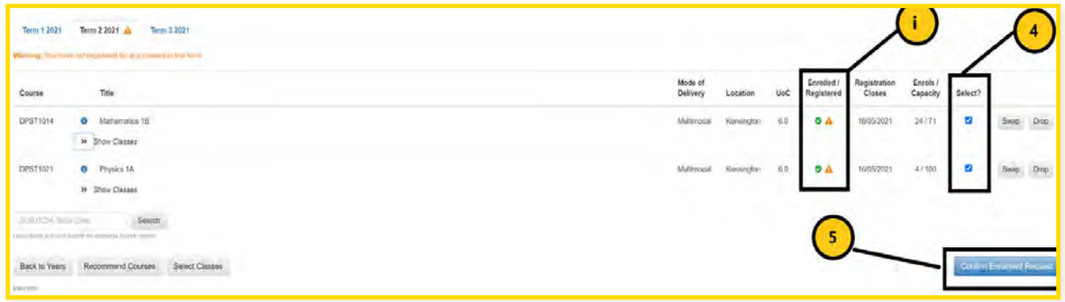
Click ‘Select Classes’.



Tip: You can also click **“Auto Timetable”** (see below) which will create a clash-free timetable for all courses you have enrolled in. If it gives an error, you need to choose different courses. Contact DiplomaEnquiry@unswcollege.edu.au if you need support and make sure to include your Student Z-ID number.



Step 7.3 Select Courses in the Enrolment Basket



Tick the box to select your course.

Click ‘Confirm Enrolment Request.

You can see the status of your class and wether you have finished enrolling.

Step 7.4 Submit Request

Success! You have fully enrolled for your selected courses and classes.

Step 7.5 Updated Enrolment Basket

You can see the status of your class and whether you have finished enrolling.

Important Notes for Students

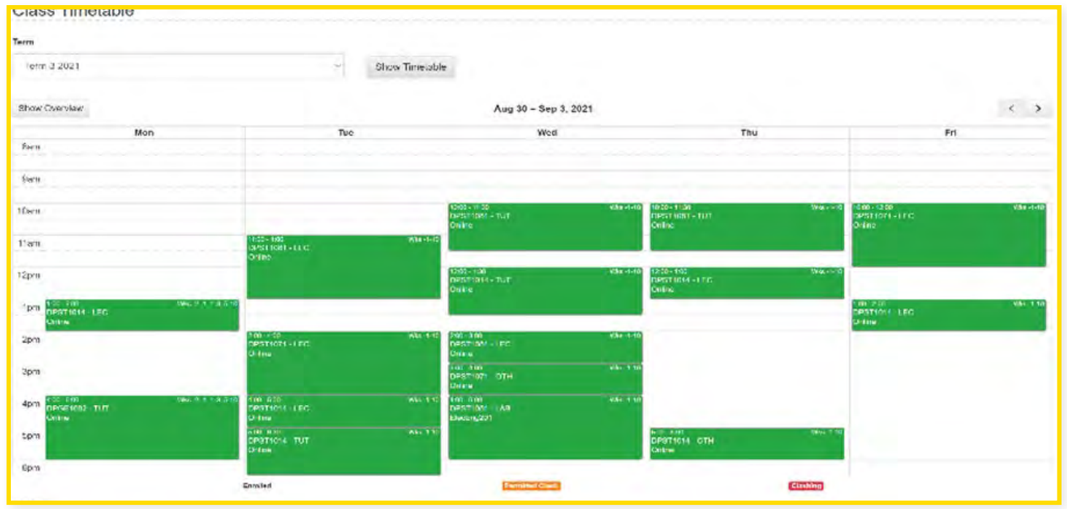
1. You need to follow your study plan given in your handbook **(Section 1 of the Diploma)** to choose your courses. If you are not sure about your specialisation, please email us at DiplomaEnquiry@unswcollege.edu.au as soon as possible and we will be able to assist you.

2. Please check your specialisation and your stream to enrol in the correct courses. Choosing an incorrect course could mean that this course will not count towards your Diploma. **If you fail any course in a Term**, you need to update your enrolment after the results and repeat the course that you have failed if it's offered.

3. **If you don't follow the Study Plan**, you may not be able to enrol next term as you will not be able to create a clash free timetable. The system will also stop you enrolling in a course if you don't fulfil the pre-requisite and co-requisite requirements. **Please check the pre-requisite and co-requisite for the courses from the Diploma Handbook before you enrol**.

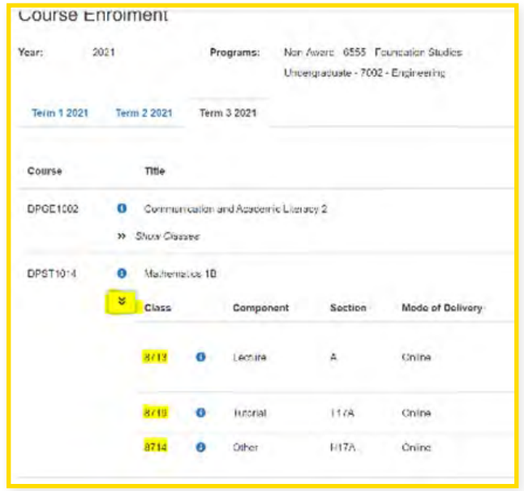
4. If a course is full, you can still enrol by joining the waitlist. We will review your request and update it in MyUNSW. If we can't enrol you in that course we will let you know to choose an alternative course.

5. You will be able to view your timetable by clicking on "Class timetable" (see below) after you have completed class registration for all courses. **Please check your timetable every week as some weeks might have more or less activities for a course**.



6. If you want to change your classes; you need to go through Step 7 again and select the classes you would like to register for. If you don't choose classes for all components for a course or have a RED clash (RED-NOT permitted clash- two classes at the same time; ORANGE clash is permitted); you will not be able to register for that course. **STEM courses are allowed to have a Lecture clash (Lecture and any other activity/ component at the same time**).

7. You can check your class group numbers from your Enrolment Basket by clicking the drop-down arrows. Your Moodle page will be updated after **24-48 hours of successful class registration.**



2 Grading System

Students are allocated a mark out of 100 for each course except the Communication and Academic Literacy course. Marks are representative of letter grades according to the UNSW grading scheme outlined in the table below. All discipline-specific diploma courses have the same number of units (6 UOC).

Overall performance is averaged based on all units attempted and is expressed as a Weighted Average Mark (WAM) out of 100. A student's WAM is cumulative i.e. every term, the new course marks get added to the WAM calculation.

UNSW Diploma Mark to Grade Conversion		
Mark	**Grade**	**Grade Description**
85-100	High Distinction (HD)	An outstanding performance
75-84	Distinction (DN)	A superior performance
65-74	Credit (CR)	A good performance
50-64	Pass (PS)	An acceptable level of performance
<50	Fail (FL)	Unsatisfactory performance
Marks from ~ 40% to above 50%	Unsatisfactory Fail (UF)	Some courses have a hurdle requirement (e.g. a minimum mark in the Final Exam) and a UF grade can be awarded if a student has achieved 50% or more (which is normally a Pass for discipline courses) but has not met the hurdle. Details will be in your Course Outlines.

Note: see https://student.unsw.edu.au/grade for all UNSW grade descriptions.

A student with a course mark of less than 50% has failed the course and must repeat the course (subject) in a later term to be eligible for their UNSW Diploma. Failing a course will alter your study path because some courses have pre-requisites and/or co-requisites.

Note: since all discipline-specific diploma courses have the same number of units (UOC), your WAM during the diploma program is merely the average of all your marks.

Grade Description for the Communication and Academic Literacy course/s:

Course	Possible Grades	Description
Check you Course Outline for details.	SY	Satisfactory
	FL	Fail

In order to pass this course and be eligible for the Diploma award, students must achieve a 'Satisfactory' grade.

Disclaimers for Diploma Progression to UNSW

Diploma in Business students must achieve a Satisfactory Grade (equivalent to IELTS 7.0) for the Communication and Academic Literacy course and a minimum pass for all other courses (with an overall average of 60%), to progress to Second Year of the Bachelor of Commerce at UNSW.

Diploma in Computer Science, Engineering or Science students must achieve a Satisfactory Grade (equivalent to IELTS 6.5) for the Communication and Academic Literacy course and a minimum pass for all other courses to progress to Second Year of the relevant degree program at UNSW.

Academic Program Progression Rules

There are at least two sets of Progression Rules that apply to students during their Diploma and Bachelor studies. Depending on the Program that students are enrolled in, there may be additional, program-specific rules. The program-specific rules can be found in the UNSW Handbook for your program https://www.handbook.unsw.edu.au/.

1. Academic Standing
2. Repeated Fails in a Course Rule
3. Program-specific progression requirements (only for Engineering and Computer Science students)

1) Academic Standing

Academic Standing is a description of how students are tracking in their academic studies. It gives an indication of a student's current progress toward completion of the program being undertaken. As such, it applies to all students and is continuous; that means, the Academic Standing from the Diploma Program will continue in Year 2 (it will NOT be reset before you enter 2nd year).

Definition of Progress

Nil Progress	More than 6 units of credit attempted, and no units of credit passed
Poor Progress	More than 0 Units of credit attempted, **and less than 50% passed**
Satisfactory Progress	More than 0 units of credit attempted, **and 50% or more passed**

The purpose of specifying Academic Standing is to alert students and their Program Office (e.g. Engineering, Science, Business) to any problem that may prevent the student from graduating in the minimum time or, in more extreme cases, may prevent the student from graduating at all.

Academic Standing has many levels. All students start with GOOD standing but continued poor progress (failing courses) can lead to other standing levels being assigned.

Your Academic Standing is determined by two factors:

- Academic Standing at the end of the previous standard term, and
- Academic achievement in the current standard term.

For more information about academic standings, please visit the following: https://student.unsw.edu.au/academic-standing

Academic Standing Levels

Academic Standing in Previous Term	Satisfactory Progress	Poor Progress	Nil Progress
Good	Good	Academic Risk Level 1	Academic Risk Level 2
Academic Risk Level 1	Good	Academic Risk Level 2	Academic Risk Level 3
Academic Risk Level 2	Academic Risk Level 1	Academic Risk Level 3	Academic Risk Level 3
Academic Risk Level 3	Academic Risk Level 2	Suspension	Suspension
Suspension	Academic Risk Level 3	Academic Risk Level 4	Academic Risk Level 4
Academic Risk Level 4	Academic Risk Level 3	Exclusion*	Exclusion*
Exclusion	Academic Risk Level 3	Academic Risk Level 4	Academic Risk Level 4
Provisional Suspension	Academic Risk Level 3	Suspension	Suspension
Provisional Exclusion	Academic Risk Level 3	Exclusion*	Exclusion*

**On return from Exclusion, students would be assigned an academic standing level of Academic Risk 4 and with satisfactory progress, would move through the Academic Risk levels, back to Good standing.*

What do the different Academic Standing Levels mean for me?

Academic Standing level	Application
Good	UNSW is not concerned about the student's academic progress.
Academic Risk 1 (formerly Referral)	UNSW is concerned about the student's academic progress. The student should seek academic advice before finalising their enrolment for the following term. You will be contacted to discuss your course progress.
Academic Risk 2 (formerly Probation)	UNSW is very concerned about the student's academic progress and the student must seek academic advice to help them get back on track, before finalising their enrolment for the following term. You will be contacted to discuss your course progress.
Academic Risk 3	UNSW is very concerned about the student's progress and believes that unless the student addresses the issues that are affecting their progress, the student will be facing academic suspension. You will be contacted to discuss your course progress.
Academic Risk 4	UNSW is extremely concerned about the student's progress and believes that unless the student addresses the issues that are affecting their progress, the student will be excluded from UNSW and be unable to complete their program. You will be contacted to discuss your course progress.
Suspension	The student is not permitted to re-enrol for one full academic year but has automatic right of readmission to the program they were suspended from, following the conclusion of their Suspension. You have the right to appeal this decision.
Exclusion	The student is excluded from UNSW for a minimum of 2 academic years with no automatic right of re-admission. They must reapply for admission in accordance with the Admission to Coursework Programs Procedure. You have the right to appeal this decision.

Your Academic Standing will be updated at the end of every term after your results are published. If you have questions about your Academic Standing, please contact Academicprogression@unswcollege.edu.au

2) Repeated Fails in a Course Rule

This rule applies to all students across the Diploma and Bachelor programs. A student who fails the same course four times, will be discontinued (terminated) from that program of study, unless they successfully appeal.

More information about the repeated Fails in a Course Rule can be found in section 1.3 of UNSW's Academic Progression Procedure https://www.unsw.edu.au/content/dam/pdfs/governance/policy/2022-01-policies/academicprogressionprocedure.pdf

3 Assessment & Diploma Award

To be eligible for a Diploma and progress to an undergraduate degree at UNSW, you must achieve **ALL** of the following:

STEM Diplomas (Science, Engineering, Computer Science)

Pass all courses associated with the Diploma. This means:

1. You have to achieve a minimum of 50% in your discipline-specific courses.
2. You have to pass the Communication and Academic Literacy course (either CAL 1, 2, 3 OR CAL 4) - check your Course Outline for the requirements to pass each component of the course.

Diploma in Business

Pass all courses associated with the Diploma. This means:

1. You have to achieve a minimum of 50% in your discipline-specific courses.
2. You have to pass the Communication and Academic Literacy course (see above) - check your Course Outline for the requirements to pass each component of the course.
3. To directly articulate to 2nd year of the Bachelor of Commerce degree you need to achieve an average mark across your academic courses of 60%.

Diploma in Architecture

Pass all courses associated with the Diploma. This means:

1. You have to achieve a minimum of 50% in your discipline-specific courses.
2. You have to pass the Communication and Academic Literacy course (see above) - check your Course Outline for the requirements to pass each component of the course.

Diploma in Media and Communication

Pass all courses associated with the Diploma. This means:

1. You have to achieve a minimum of 50% in your discipline-specific courses.
2. You have to pass the Communication and Academic Literacy course (either CAL1, 2, 3 OR CAL 4) - check your Course Outline for the requirements to pass each component of the course.

4 UNSW Library Guide

Getting Started at The UNSW Library

As a UNSW Diploma student, you will be issued with a UNSW ID Card which gives you access to a range of facilities on campus, including the UNSW College libraries.

Note:
You can use your student ID card, to

- borrow books, and
- print or copy in the Library

You can use your UNSW ID (called 'zID') and Password (called 'zPass'), to:

- access online resources
- make room bookings
- use Library computers
- log in to My Library to check loans and due dates, renew loans, track your reservations, manage your room bookings, and gain full access to the Library's online resources.

You will need to check your student email regularly for messages from the Library and return borrowed items by the due date to avoid fines and always return loans before travelling away from Sydney.

Library Space and Facilities

UNSW Library provides flexible study spaces for students. Facilities include:

- quiet and group study spaces
- physical collections including books and journals
- computers, wireless access and power points
- printing and copying facilities

Check the Library website https://www.library.unsw.edu.au/ for details of opening hours.

Online Resources

In order for students to get the most out of their studies, the UNSW Library provides 24/7 access to online resources including databases, e-journals, e- books and streaming audio & video, which can be used anywhere in the world. Log in to My Library with your zID and zPass for full access.

UNSW Library Subject Guides are a good starting point for accessing key resources in your area of study.

ELISE | Informing Your Studies

ELISE is an online tutorial designed to introduce new students to studying at UNSW.
http://subjectguides.library.unsw.edu.au/elise

Working through the ELISE tutorial is optional for Diploma students but you are encouraged to do so, as there is a lot you will learn from the tutorial. For example, you will learn about:

- library services
- finding and evaluating information
- reading effectively
- the academic writing process and plagiarism and how to avoid it
- note-taking
- time-management
- the UNSW Student Code and your responsibilities as a student (https://student.unsw.edu.au/conduct)
- Respect@UNSW

Getting Help

Ask a question or visit us at the Help Zone in the:

- Main Library (Kensington campus)
- Law Library (Kensington campus)
- Paddington Library (Paddington Campus)
- UNSW Video Library on YouTube.

Section Two

Rules, Regulations & Policies

5 International Students Under 18 Years of Age

The Diploma Program has policies with regard to the minimum age of students accepted into the Program, for the issue of provisional offers, and for the approval of care and welfare arrangements for students under the age of 18.

International Students Under 18 Years of Age

UNSW College is committed to ensuring appropriate care, welfare and support are in place for international students under 18. Our approach to managing and supporting this cohort of students is guided by the following principles:

1. arrangements must be consistent with the regulatory framework in which UNSW College operates, including the ESOS National Code and other Commonwealth and State legislation relating to child welfare and protection; and
2. arrangements must continue to support the international student until they depart Australia, turn 18, transfer to another provider's care arrangements, or enter the care of a parent or guardian approved by the Department of Home Affairs (**DHA**).

Welfare Arrangement Options

International students under 18 have the option of either:

1. Reside with a parent or close relative over 21 years of age who has been approved by the Department of Home Affairs (DHA) as their carer/guardian
2. applying for UNSW College to take responsibility for the student's care, welfare and support, including approving suitable accommodation for the student (see International Students Under 18 Procedure). Once UNSW College makes these arrangements, it will issue a Confirmation of Appropriate Accommodation and Welfare (**CAAW**) letter. The CAAW letter sets out the dates for which UNSW College accepts responsibility for the accommodation and welfare arrangements of the student.

Refer to the U18 Policy here:
https://www.unswcollege.edu.au/about/policies

6 Student Responsibilities

Check Your Student Email Account Regularly

It is your responsibility to regularly check your official email account for important information. Email is the main way UNSW and UNSW College communicates with students.

Notification of Changes or Correction to Personal Details

You are required to keep your contact details updated in MYUNSW website. Make sure you update your record within 7 days of your arrival in Australia if any of these details change.

- Formal name
- Date of birth
- Gender
- Contact details: email address and mailing address
- Preferred name

You must do this online at MyUNSW webstite under the heading *My Profile/My Details*. Important information may be sent by mail to your official address and we will assume that you have received this information.

Class Attendance and Absence

High attendance correlates with better engagement and success on a course. By punctually attending and actively participating in your classes you not only increase your own opportunities for success, but you also help build a learning community with other students. If you are not able to regularly attend classes, you should consult your relevant Course Convenor.

You should also carefully read your course outlines before courses commence to ensure that you are familiar with any specific attendance requirements. If you are unable to attend required sessions, you need to inform your relevant Course Convenor and if the absence is for medical reasons you will be required to present a medical certificate. If examinations or other forms of assessment have been missed, then you should apply for Special Consideration using the Request for Special Consideration Due to Illness or Misadventure Form on this page: https://my.unswcollege.edu.au/forms/

The application should be made three days before the assessment and no later than three working days after the date of the assessment and/or examination.

Students should include all official documentation recognised as Compassionate or Compelling evidence to support your request, e.g., medical certificates from a health service provider from AHPRA registered practitioners, and screenshots or photos of any technical issues including date stamps. All supporting documentation must be in English or translated into English by a certified translator. A copy of the policy can be found on UNSW College's website under 'Policies': https://www.unswcollege.edu.au/about/policies

Maintain Satisfactory Academic Progress

Academic progression is the progress you make towards completion of your program.

Progression requirements apply to all UNSW College programs. They define minimum and maximum study loads, program leave etc., and are used to alert to any issues that may negatively impact your progress or prevent you from completing your program within the maximum time frame allowed.

Monitoring your academic progression also provides you with an opportunity to receive the support you need.

You can view the Academic Progression and Exclusion Procedure.

Important things to note:

- Your academic progression is reviewed at the end of Terms 1, 2, 3
- Academic progression is assessed at a program level i.e. the program in which you are currently enrolled.
- You must also meet any program specific progression requirements as specified in the rules of your program.

Academic Guidance and Early Interventions

A student who is at risk of not meeting the academic expectations of their Diploma program and/or has poor attendance, will be required to attend compulsory Consultations in relevant courses. In addition to compulsory Consultations, a student may also receive a written warning regarding their poor academic progress. It is expected that Diploma students will accept offers of assistance and advice provided by staff throughout the program, as early "at-risk" interventions.

Manage Your Own Conduct and Behaviour

You are responsible for managing your own conduct and behaviour, and for understanding and following the rules concerning assessment, academic misconduct and student misconduct (see Part 9 of this Handbook).

Pay Your Fees

You must pay all due fees as specified in your Letter of Offer and any other specified charges, on or before the due dates applicable to each fee. It is the student's own responsibility to ensure prompt payment of fees and other charges in regards to your enrolment in the UNSW Diploma program. Responsibility cannot be transferred to another party, unless an approved scholarship or other payment arrangements have been agreed to by UNSW College.

Failure to pay all due fees may result in your enrolment being cancelled. For students on an international visa, this may also result in visa cancellation.

Compliance With UNSW Sydney Policies

On acceptance of an offer to a Diploma Program, all students agree to abide by the UNSW Sydney policies, procedures and guidelines as published on the website and as outlined in this Student Handbook.

Enquiries can be sent to:
enquiries@unswcollege.edu.au

UNSW Sydney policies:
https://www.student.unsw.edu.au/policy

7 Assessment Regulations

Students may be expected to attend exams in person. Email communication will be sent to students prior to exams to confirm. Students are expected to check their email and attend in-person if required.

Rules for Examinations and Formal Assessment Tasks*

* In this document the full term “examinations and formal assessment tasks” is abbreviated to “examinations”

Examinations in all subjects are conducted in accordance with the following rules and procedures:

1. Students must obey any instruction given by an examination supervisor for the proper conduct of the examination.
2. Students must present their student identification card at all examinations and leave this on their desk for the duration of the examination.
3. Students must be seated in their allocated place in the examination room no less than 15 minutes before the scheduled commencement time.
4. If students arrive more than 30 minutes after the scheduled commencement time they will not be admitted to the examination room.
5. Students are not permitted to leave the examination room during the first 30 minutes or the last 30 minutes of the examination.
6. Students must not use a calculator, translation dictionary or computer during reading time.
7. Students should not leave their seat for any reason without permission.
8. If students do leave the examination, they will not be re-admitted unless, during the full period of their absence, they have been under approved supervision. No toilet breaks allowed in the first half hour or the last 10 minutes.
9. All answers must be written in English unless otherwise stated.
10. Authorised materials: students are permitted to take pens, pencils, rulers and erasers into the examination room but are advised that all answers must be written in pen, except where expressly required. Pencils may be used only for multiple choice answer sheets, drawing, sketching or graphical work.
11. All exam booklets and papers must be returned to the examiners. No exam booklets or papers may be removed from the exam room.
12. Students are not permitted to smoke or eat during examinations. Students may bring their own water in an unmarked, transparent water bottle with no label.
13. Students must not by any improper means obtain, or endeavour to obtain, assistance in their work; give or endeavour to give, assistance to any other candidate; or commit any breach of good order.

Moodle-Based Examinations

Students will need a notebook or laptop to complete Moodle-based examinations. Students will need functioning headphones (Bluetooth or wired) to complete exams containing audio, such as Academic English, UEEC, etc.

Unauthorised Material

Students must not use any unauthorised materials during examinations. Examples of unauthorised materials are bags, motorcycle helmets, hats, caps or other headwear, calculators other than the approved one provided at enrolment, watches, electronic dictionaries, or word finders, writing paper, notes, manuscripts or books, pencil cases, food, cigarettes, music players, etc.

Mobile Phones

Students may bring a mobile phone to their examination workstation, but it must be switched off and placed under their seat during the examination.Students can only use their phones to authenticate their Moodle account under an invigilator's supervision. Students must not forget to take it when they leave. Use of a mobile phone or any other electronic communication device during examinations may be regarded as serious academic misconduct.

Use of Electronic Equipment

Students are required to use the UNSW Foundation Studies approved calculator which was provided to them at enrolment. They must bring this calculator to examinations where a calculator is allowed.
Do not bring any other calculator to the examination.

Breach of Rules

If a student commits any infringement of the rules governing examinations, they may be liable to disqualification at the particular examination, to immediate expulsion from the examination room and to further penalty as may be determined by the UNSW Misconduct Committee.

Failure to Attend Examinations

If you are unwell, or experience a misadventure (accident, IT issue, an event beyond your control) which impacts your ability to attend and complete an exam, you should apply for Special Consideration using the form located here:
https://my.unswcollege.edu.au/forms/

You will be expected to support your Special Consideration request with medical evidence, or other compassionate and compelling evidence. If you are unsure about what constitutes as acceptable evidence, please review this guide:
https://www.unswcollege.edu.au/about/policies

Special Considerations Affecting Examinations

If you are unavoidably absent, or you believe your performance during an assessment and/or examination has been adversely affected by sickness, serious family concerns or any other reason, you should apply for Special Consideration using the Request for Special Consideration Due to Illness or Misadventure on the forms page here:
https://my.unswcollege.edu.au/forms

Again, the application should be made three day before the assessment and no later than three days after the date of the assessment and/or examination.

Students should include all official documentation recognised as Compassionate or Compelling evidence to support your request, e.g., medical certificates from a health service provider from AHPRA registered practitioners, and screenshots or photos of any technical issues including date stamps. All supporting documentation must be in English or translated into English by a certified translator. A copy of the policy can be found on UNSW College’s website under ‘Policies’:
https://www.unswcollege.edu.au/about/policies

The application for consideration of illness/misadventure is evaluated. In most cases one of the following actions is taken:

1. The application is noted, but no further action taken; if they are absent from the examination, a mark of zero, or an Unsatisfactory-Failure grade is given.

2. Other assessment components are re-weighted at the end of the course, to arrive at a final grade.

3. A supplementary examination is given.

Supplementary Examination

1. A supplementary examination is only given for fully documented and compelling reasons, such as serious medical problems. It is not given merely to resolve borderline performance.
2. A supplementary examination will not normally be given in cases where a student has a poor performance or attendance record or has failed to complete other assessment components in any course.
3. The format of the supplementary examination may differ from the original.
4. Before an offer of a supplementary examination is made, you may be required to attend and perform satisfactorily in an oral test in the subject area.

You should note:

1. The lodging of an application for consideration of illness/misadventure does not guarantee that a supplementary examination will be given.
2. It is your responsibility to be contactable by phone and/or email to discuss the possibility of a supplementary examination. You have to be available to take the supplementary exam as soon as your Medical Certificate expires.
3. Any supplementary examination will usually take place within or soon after the advertised examination period. It is your responsibility to be available during this period. Travel bookings, holiday plans or employment obligations are not acceptable reasons for absence from any examination.

Calculation Check of Final Exam Marks

For quality control, exams are marked by multiple teachers to ensure a panel approach to each paper, to try and avoid individual errors. Marks are then checked multiple times to ensure results are calculated correctly. If you believe your exam marks have not been calculated correctly, you may request a review of that calculation. The calculation check is not a remark of your submission but a search of accuracy of mark entry and calculation. The request for a calculation check of final exam marks will advise the Student of the outcome, with either a change or no change to final results. Students may apply for a calculation check after they receive their Statement of Final Results. The application can be made within 5 working days from the day results were published in myUNSW. To make an application students should use the Calculation Check of Exam Marks form located on the Current Student Hub website, Forms page.

Note:

- Students must make sure they are present at all scheduled examinations and assessment tasks.
- Misreading the timetable is not an acceptable excuse for lateness or failure to attend.
- Some courses include other forms of assessment such as laboratory work, projects, tutorial exercises, assignments, presentations or tests.
- Students must make sure that they have completed all the required forms of assessment.
- It is not an excuse that they failed to attend a lecture or class where instructions or work were given or did not consult the relevant email message, or website notice.
- Penalties will be applied for late submission of assignments.
- Students may request a Calculation Check after Term 1 for subjects which are completed after the first term.

Education Adjustments

Students who require education adjustments for their assessments and examinations. If you require education adjustments for your assessments and examinations due to having disability, medical and mental health condition or neurodiversity you can contact Student Wellbeing team on: student.support@unswcollege.edu.au at the beginning of their program. For more information please refer to Section 3: Equitable Learning Support.

8 Satisfactory Academic Progress

Guidelines

In relation to your academic progress in your Diploma program, UNSW's policies and procedures to Diploma Program students as outlined in your offer letter. UNSW's policies and procedures are available on its Governance Webpage. Below are some key UNSW policies and procedures for this area:

- Academic Progression and Enrolment Policy
- Academic Progression Procedure
- Enrolment and Withdrawal Procedure

Other relevant policies and procedures supporting these documents are listed in the "Supporting information" section. UNSW College applies the principles in these policies and procedures in relation to your academic progress in your Diploma program, however UNSW makes final determinations regarding Suspension or Exclusion. You may also find it useful to refer to UNSW's webpages on Academic Progression and Academic Standing:

- https://www.student.unsw.edu.au/academic-progression
- https://www.student.unsw.edu.au/academic-standing

What Happens if You Fail a Course?

- You must repeat the course you have failed in a subsequent term and pay for the extra course. Tuition fee information can be found in MyUNSW. Your fee statement is shown in your myUNSW account. If you have questions, email fees@unsw.edu.au.
- To progress in your program you will be required to repeat the courses that you fail and also meet the pre-requisite requirements for your future courses. If you fail a course and require assistance with your enrolment, please email DiplomaEnquiry@unswcollege.edu.au It is your responsibility to know which courses you are enrolled in and to go to the correct classes.
- The time it will take to finish your Diploma may be extended (for example if you need to study for an extra term) and this may require adjustment to your Confirmation of Enrolment dates, visa length and commencement in the second year of your Bachelor program (if applicable).
- Your COE might be cancelled if you fail to enrol in the current term, and no approved program leave is received. If you have inquires about your COE, please contact UNSW College Enrolment Team: enrolments@unswcollege.edu.au

Note:

- You are not allowed to take more than the maximum number of courses per term (max is 19 UOC).

If you still have questions, email: DiplomaEnquiry@unswcollege.edu.au

9 Academic Integrity

UNSW College and UNSW are committed to improving and transforming the lives of its students through outstanding education and advancing a just society. Underpinning this commitment and the pursuit of knowledge are the principles of academic integrity. Academic integrity is the expectation that teachers, students and all members of the academic community act with honesty, trust, fairness, respect and responsibility.

Academic integrity is important to the future success of all students and where a student acts unethically, it impacts on the academic community and on their own knowledge and future academic success.

1. Principles

a. Academic integrity is an overriding core value, permeating all aspects of UNSW College's academic operations and activities.

b. Academic integrity is founded on honesty, truthfulness, trustworthiness, openness, transparency, fairness and respect in the conduct of all academic and scholarly activities.

c. The characteristics on which academic integrity is founded underpin integrity more broadly, across all of UNSW College's operations and activities.

d. The Academic Board sets academic standards and requires achievement or performance relative to these standards to derive from behaviours, actions and conduct that reflect academic integrity.

e. The Academic Board monitors and assures academic integrity and fosters a whole of institution culture of academic integrity in which academic integrity is respected and upheld.

f. Academic integrity is most effectively respected and upheld when it is embraced as a collective responsibility across the institution and where the institution educates staff and students about academic integrity and the behaviours it requires.

g. Academic integrity is supported, and opportunities for breaches of academic integrity are minimised, through the policies and procedures framework, through the appropriate design or courses and assessment items, through assessment standards, through the modelling of appropriate behaviours, and through staff and Student Support systems.

h. Academic staff have opportunities for professional development in which their understanding of academic integrity issues, including how to mitigate the risk of academic integrity breaches, is enhanced.

i. Improving and enhancing students' understanding of academic integrity issues is a key feature in their orientation and in their initial courses, and is consolidated through continuing education regarding academic integrity and the behaviours it requires.

j. Academic staff and professional staff model academic integrity, including in course delivery, course materials, setting assignments and exams, grading, assessment extensions, admission and credit decisions, reviews and appeals.

k. Allegations of breaches of academic integrity will be dealt with expeditiously, and their investigation will be fair, transparent, accord with principles of natural justice, and appropriately respect the privacy of those involved.

l. A breach of academic integrity may be characterised as academic misconduct and dealt with under policies and procedures relating to misconduct.

m. UNSW College's response to a student's first breach of academic integrity will be more educative than punitive.

2. Behaviours

Application of the principles above identifies a range of behaviours as breaches of academic integrity. Some key examples to help in understanding the principles:

a. Plagiarism, which is submitting work that is not one's own as if it is one's own, and without acknowledging, citing or referencing the original source of the work.

b. Recycling, which is submitting work that is one's own, but which has already been assessed, and failing to clearly indicate this.

c. Fabrication, which is making up information, such as experimental or interview data, inventing sources of data, citing publications that one knows, or reasonably should know, to be incorrect or that don't exist.

d. Collusion, which is engaging in illegitimate cooperation with other students to complete assessment tasks that are meant to be done individually.

e. Cheating in exams, such as by writing notes on one's body or materials taken into the exam room, copying from other students, communicating with other students or people outside the exam room while the exam is in progress, using electronic devices to access information related to the exam while the exam is in progress, or bringing prohibited items, such as unapproved calculators or textbooks into the exam room.

f. Contract cheating, which is illegal commercial cheating where one pays someone else, or one accepts payment from someone else, to complete part of or all of an assessment item.

g. Offering bribes or inducements to gain an academic advantage, and accepting bribes or inducement to give an academic advantage.

h. Providing false information or fraudulent documentation, such as academic transcripts and medical certificates, to gain an academic advantage.

3. Promoting Academic Integrity

UNSW College is committed to promoting academic integrity through a variety of proactive and pre-emptive strategies and actions, including:

a. Providing clear, comprehensive and easily accessible information regarding academic integrity requirements, behaviours that are breaches of academic integrity, mechanisms used for detecting breaches and the potential academic and personal consequences of such breaches.

b. Providing online modules that educate students regarding academic integrity requirements and the avoidance of academic integrity breaches, and including examples of academic work exemplifying academic integrity and examples where it is breached.

c. Ensuring that students admitted to programs of study meet the academic and English language proficiency requirements for those programs.

d. Emphasising the importance of academic integrity in student orientations, at the commencement of teaching for each subject in a particular teaching period.

e. Encouraging students who are concerned that they do not understand academic integrity requirements to seek advice from relevant UNSW College staff.

f. Resourcing appropriate levels of academic, English language and well-being support for students.

g. Requiring students to make a declaration with each assessment item submitted, including examinations, that they have not breached academic integrity requirements.

h. Providing clear and timely feedback to students in cases where they have breached academic integrity requirements, taking care to explain the nature of the breach and how it could have best been avoided.

i. Ensuring teaching staff model academic integrity in their teaching practice, taking care to clearly cite and reference sources in presentations and in teaching materials, and regularly reminding students of the importance of academic integrity and related values.

j. Fostering a learning environment based on mutual respect and trust between teaching staff and students.

k. Ensuring that assessments are set using methods that are relevant, valid, fair and appropriate to each course and that accord with good practice in the higher education sector, including regular variation of assessment questions, use of authentic assessment tasks, face-to-face assessment tasks, and in-class assessment tasks.

4. Detecting Breaches of Academic Integrity

Breaches of academic integrity may be detected in various ways, including through:

a. The use of data matching software or web search engines to identify, for example, use of unacknowledged sources, copying and collusion, use of the same content, in whole or in part, in different assessments.

b. Markers noticing unacknowledged sources, unusual similarities between assessment items submitted by different students or unusually high levels of competence relative to the norm for a student's program level.

c. Checking sources cited in assessments to verify authenticity.

d. A student's marks not being consistent across similar courses or between different modes of assessments.

e. Reporting of alleged breaches of academic integrity by students or other members of the UNSW College community.

f. Teaching staff talking with colleagues about the performance or behaviour of particular students.

5. Breaches of Academic Integrity: Investigation and Consequences

A breach of academic integrity is a serious matter and UNSW College's approach to investigating alleged breaches and the imposition of penalties reflects this, as follows:

a. An investigation of an alleged breach will not be commenced unless there is some evidence that a breach has occurred.

b. Investigations of alleged breaches will be fair, transparent, evidence-based, consistent with the principles of natural justice, and in particular provide the person concerning whom the breach is alleged with an opportunity to respond to the evidence or explain what they believe occurred.

c. A student responding to an alleged breach is entitled to access UNSW College's standard support services during an investigation.

d. Allegations will not be substantiated unless the evidence considered in the investigation demonstrates a high probability that a breach of academic integrity has occurred.

e. There will be provision to appeal a decision that there has been a breach of academic integrity and to appeal any penalty imposed, as indicated in the Academic Integrity Procedure and the Student Review and Appeals Policy.

f. UNSW College's approach to initial breaches of academic integrity is educative provided that they are not of a high level of seriousness, such as engaging in contract cheating or impersonation in an examination.

g. Penalties imposed for breaches of academic integrity will be calibrated to the seriousness of the breach, to any extenuating circumstances that might exist, and to the frequency and seriousness of any prior breaches of academic integrity.

h. Penalties imposed may include:

i. the resubmission of an assessment with a mark penalty,
ii. undertaking a substitute assessment with a mark penalty,
iii. a zero mark for the assessment, possibly resulting in a failing grade for the relevant course,
iv. a failing grade for the course,
v. suspension from UNSW College for a prescribed period,
vi. expulsion from UNSW College, or criminal charges.

10 Practical Components In Science, Engineering & Computer Science

Rules and Procedures for Laboratory Components

General Information

- All students must attend all Laboratory classes throughout the program, and must arrive punctually at the scheduled commencement time for each Lab class or they may be denied entry.
- Attendance of Laboratory classes is an essential component for gaining a 'Pass' in a course. Should a student's attendance fall below the minimum requirement stated in the relevant Course Outline, the student will not be granted a 'Pass', even if the student's final course mark is above 50%.
- Students are expected to prepare for each laboratory class by completing any required pre-lab work, being familiar with the related theory, and having a good idea of how to complete the practical work.
- Students are expected to be aware of, and understand the safety concerns relating to each practical and are expected to act in accordance with these.

For detailed information about the practical requirements for each course, please refer to your Course Outline and Laboratory Manual, where relevant, which is located on your Course Moodle page that can be accessed from https://my.unswcollege.edu.au/

11 Personal Electronic Device Guidelines for Students

As a UNSW student, you will need a personal electronic device and headphones to enhance your learning, participate in class and online exams and assessments We have prepared this guide to give you an overview of the types of devices you will need to complete your studies with us.

Not having a device that meets the minimum specifications for your particular learning activity including sufficient battery life will impact your learning and assessment experience. It is your responsibility to ensure your device is suitable for online exams and assessments and can sustain at least 10 hours battery life between charges. Many of our offsite exam venues do not have charging stations or access to power outlets.

Selecting the Right Device

You will need a suitably equipped laptop and headphones for all study activities. Some courses require additional devices such as a stylus or tablet. Smart phones are not suitable for accessing online learning or participating in online exams.

Learning Activity	Device Suitability		
	Required		**Optional**
	Laptop with stylus or Laptop with separate tablet[1]	Laptop/Notebook[2]	Tablet
Simple web-based tasks	●	●	●
Short writing tasks	●	●	●
Writing tasks	●	●	●
Handwriting and sketching	●	●	●
Longer writing tasks	●	●	●
Complex or specialised tasks	●	●	●
Online exams	●	●	●

[1]Diploma in Computer Science, Diploma in Engineering and Diploma in Science students require a laptop with a stylus, or (in addition to their laptop/notebook), a suitable writing tablet with a stylus (e.g. small Wacom, model number CTL-472/K0-CX, which is compatible with PC Windows 7 or newer and Mac OSx10.10 or newer).

[2]Required for all other programs (excluding Diploma in Computer Science, Diploma in Engineering and Diploma in Science students).

[3]Tablets and Smart Phone devices are not appropriate for online exams or for any Design Courses.

Key:

● Recommended for this activity ● Might be suitable for some students and some activities ● Not suitable

Need assistance?

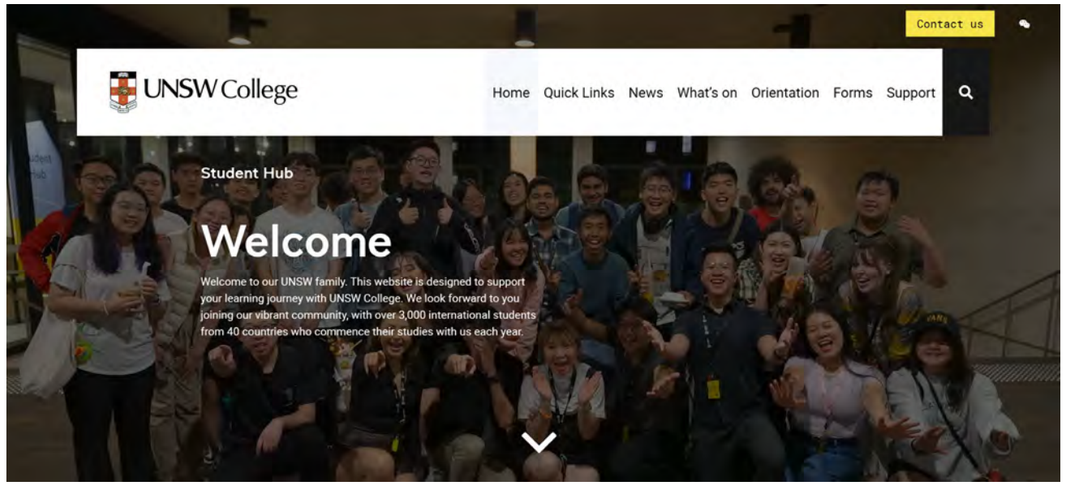
Please speak with us if you need any support with your electronic device requirements. We do offer students who are not able to provide their own device with device loan support.

Students should contact enquiries@unswcollege.edu.au for details.

12 Your Digital World

Using Information Technology Resources

For quick access to Orientation program, the Learning Management System Moodle, your Email account, Student Support, your Student Representative Council, volunteer and social activities, and other important information and links, please go to: https://my.unswcollege.edu.au/



If you experience any IT Issues including connection issues or with your device, please immediately contact UNSW College IT Helpdesk: helpdesk@unswcollege.edu.au

Make sure you include your ZID student number for a faster response.

13 Course Attendance

UNSW College Diploma Program Attendance Monitoring Procedure

1. Students are expected to attend all classes, labs, tutorials, workshops and lectures and arrive on time.
2. Students are expected to read the Course Outline at the commencement of each course to ensure they are familiar with any specific attendance requirements. Many courses with practical components (e.g. laboratories) have compulsory attendance requirements, which must be met in order to pass the course.
3. Attendance is not compulsory for student Visa requirement and UNSW College will not fail a student based on their Attendance alone.
4. If students miss between 1 – 5 days of classes, they must complete an **Explanation of Absence form** while informing their teacher. Or if students miss more than 5 days of classes, they must complete a **Leave of Absence** form instead and submit for approval from the Head of Programs or Academic Head. The form is located on the Forms page of the Current Student Hub website: https://my.unswcollege.edu.au/forms
5. Students are required to submit the form with an official medical certificate, or other official documentation recognised as Compassionate or Compelling evidence. All supporting documentation must be in English or translated into English by a certified translator. If illness is the cause of the absence, medical certificates must be from from a health service provider from AHPRA registered practitioners.
   Back-dated medical certificates will not be accepted. A copy of the policy can be found on UNSW College's website under 'Policies': https://www.unswcollege.edu.au/about/policies
6. If an International student is required to return home for any reason, they must inform Student Support team via email:student.support@unswcollege.edu.au as soon as possible.
7. For International students under 18, information regarding attendance may be provided to a parent, guardian or sponsor if specifically requested, or if there is reasonable concern for the health or wellbeing of a student in the program. If a student has an objection to this policy the matter may be discussed with the relevant Program Authority.

14 Repeat Guidelines

Rules for Repeating

In order to be eligible for the Diploma award, students must successfully complete (Pass) all courses required for their Specialisation. If a student fails a course, they will have to repeat the course at the next possible opportunity. Students who fail the same course four times, will be terminated from the program.

Pre-requisite Courses

Some courses have one or more pre-requisite courses. A pre-requisite course is a course that must be successfully completed BEFORE a student can enrol in the course that requires the pre-requisite. If a student fails a pre-requisite course, then the student cannot enrol in the course that required the pre-requisite until such a date, where they have passed the pre-requisite course.

If a student has a pending grade (WJ or WD) for a pre-requisite course, they must not enrol in the subsequent course that requires that pre-requisite until the result is released. This may mean the student is unable to take the subsequent course in the current term.

Co-requisite Courses

A co-requisite is a course that needs to be taken at the same time (or prior to) as another course which requires the co-requisite. If a student fails the co-requisite course but passes the course that requires the co-requisite, then the student will receive credit for the course that required the co- requisite. The student will have to repeat the co-requisite at the next possible opportunity.

Pre-requisite and co-requisites are outlined in the Diploma matrix for each program.

15 Release of Academic Results

Release of Academic Results

1. Your Results for each term are released before the following term on MyUNSW. Check the Diploma Calendar on the Current Student Hub for the publication date.
2. Once you have successfully completed all diploma courses and met the requirements for your diploma program, you are ready to move into Second Year and enrol in your courses for the next 3 terms. Note that you will not receive an offer letter from UNSW at any stage.
   Note: If you are graduating, attend the **Second Year Enrolment Information Session** at the end of your last diploma term in order to learn about important things when building your bachelor Study Plan. Check the Diploma Hub for an announcement near the end of term.
3. You will receive a UNSW College Diploma Testamur and your offical transcript. These documents will be presented to you at the official UNSW College Graduation.

Note:

- Academic Results will be withheld if there are outstanding tuition fees, debts or fines (e.g. from UniLodge or other accommodation providers, UNSW Library).
- Academic Results, as well as details of student involvement, attendance and progress in the program, may be provided to a parent, guardian or sponsor for students under 18 if specifically requested, or if there is reasonable concern for the health or welfare of a student in the program. If a student has an objection to this policy, they should raise this with Student Enquiries.

16 Withdrawal From a Course & Refund of Fees Policy

Withdrawal and Refund of Fees

1. If a student wants to withdraw from a program prior to commencement, they must submit a completed Application to Withdraw Form located here: https://my.unswcollege.edu.au/forms/ and include supporting documentary evidence. Some examples of acceptable documentation are listed below:

   a. Visa refusal letter issued by Department of Home Affairs (DHA);

   b. Evidence of failure to meet the required English levels through IELTS (or similar) test results, or high school results (or similar) in cases where the academic requirements have not been met; or

   c. A medical certificate or letter from a registered medical practitioner, psychologist, counsellor or other appropriate professional supporting compassionate circumstances.

2. UNSW College will process refund in accordance with the UNSW Student Fee Policy here: https://www.student.unsw.edu.au/fees/policy

Reducing Your Study Load

As an international student on a student visa you are required to undertake a fulltime study load and complete your program by the end date of your Confirmation of Enrolment (CoE). If there are reasons why you cannot study a full load (18/19 UOC per term), you need to apply to reduce your study load.

Reduced Study Load Criteria

Compassionate and Compelling Circumstances
These are circumstances beyond your control and affect your ability to attend classes and study. Examples include:

- Serious medical illness or injury to you or a close family member.
- Death of a family member such as a parent or grandparent.
- A major political upheaval or natural disaster in your home country requiring emergency travel or disruption to your studies.
- A traumatic experience e.g. accident or crime.
- Delay in receiving your student visa.

Supporting documentation required: Professional Authority Form must be completed by medical or health professional and forwarded to Student.support@unswcollege.edu.au

Academic Difficulties

Academic Intervention Strategy
If you are below Risk level 1 you may be advised by your Student Progress Adviser to reduce your study load as part of an academic intervention strategy.

Supporting documentation required: a copy of the action plan or interview record from your meeting with the Student Progress Adviser or Faculty.

At Risk of Failing a Course
If you have failed assessments or are at risk of failing a course, your Student Progress Adviser may recommend withdrawing from the course.

Supporting documentation required: proof of failed grades or consultation trail with course coordinator e.g. email.

Other Academic Reasons

Core Course/s Not Available
Courses you require for your Program or Major are not offered and no other courses (General Education, electives) are available to maintain a full enrolment.

Do Not Meet Pre-Requisite Requirements or Program Rules
The Diploma Program is unable to offer a pre-requisite course, or you have failed a pre-requisite course/s and therefore are unable to progress with your study plan.

Note:
You do not need to apply for a reduced study load if you are dropping a course with an Academic Penalty (AW) grade after census date.

Table 1. Withdrawal from a Course (Dropping A Course) – Academic and Fee Implications

	Deadline	Explanation	Grade	WAM	Academic Standing	Academic Transcript	Fees
1	Census Date ***(THURSDAY OF WEEK 4)***	No academic record impact. Student may withdraw without Financial Liability.	None	Not included	Not included	No grade shown (Course not included on Transcript)	Refunded in full
2	After Census Date but before Academic Withdrawal date ***(SUNDAY OF WEEK 7)***	Academic Withdrawal without permission – no academic impact.	**NF** grade (no fail)	Not included	Not included	No grade shown (Course not included on Transcript)	Student is liable for fees
3	After Academic Withdrawal date, on or before the Late Academic Withdrawal date (last official day of teaching in the relevant Teaching Period, i.e. ***FRIDAY OF WEEK 12)***	Academic record impact. Grade is shown on transcript. Student may withdraw without permission.	**AW** grade (academic withdrawal)	Not included	Included	AW grade shown (Course included on Transcript)	Student is liable for fees
4	After the last day of teaching of the relevant Teaching Period ***(AFTER FRIDAY OF WEEK 12)***	Academic record impact. Student may not apply for Academic Withdrawal (AW grade).	Finalised grade confirmed by Course Authority	Included	Included	Final Grade and mark shown. (Course included on Transcript).	Student is liable for fees
5	After Census Date and up to one year after the term or semester in which the student was enrolled.	Academic record impact. Student may apply withdraw without Financial Liability (and, by extension, Academic Withdrawal). Must satisfy HESA criteria.	**PW** (Permitted withdrawal)	Not included	Included	The PW grade will not be shown on an academic transcript. It will re-main on an academic statement.	Student is not liable for fees

17 Program Leave

The Diploma is a full-time program. Only in exceptional circumstances which must be approved by UNSW College's Head of Programs, may students apply to take Program Leave of up to one year.

For Diploma International Students

Under Commonwealth Legislation, UNSW College is required to notify the Australian Government Office of changes in the enrolment of student visa holders. Cancellation and leave of absence (program leave) will in most cases lead to the cancellation of your student visa, and you will be required to depart Australia, or transfer to another visa type. Provided that you report to the Australian Government Office as required, your visa cancellation should be 'without prejudice', and should not prevent you from reapplying in the future. In all cases, student visa holders granted leave by UNSW College must report to Immigration authorities to clarify their visa status.

Applying for Program Leave

To apply for program leave follow the steps here:
https://www.student.unsw.edu.au/program-leave

To connect with a Student Progress Adviser about program, leave email your ZID and Program Leave enquiry here:
academicprogression@unswcollege.edu.au

18 Student Complaints, Review & Appeal

Guidelines

UNSW College is committed to delivering a high standard of education to all of its students. One way that UNSW College fulfils this commitment is by ensuring that all students (both domestic and international) have access to a robust and fair complaints and appeals process.

UNSW College understand that from time to time student may have concerns. These could be concerns about a wide range of matters, including quality of services and student or staff conduct that is contrary to the relevant Code of Conduct. The concerns could relate to action by UNSW College or others engaged by UNSW College in its operations.

UNSW College is committed to providing a complaint process for students to express concerns and resolve issues in a supportive environment. UNSW College will monitor the incidence of complaints and seek to continuously improve processes, staff training and Student Support to better manage the scenarios where grievances and complaints typically arise.

The Student Complaint Resolution Procedure supports this policy and provides specific guidance on how to submit a complaint.

What Is a Complaint?

A complaint is a problem or concern about academic or non-academic matters that is formally raised with UNSW College for resolution under Stage 2 of the Complaints and Appeals Policy: https://www.unswcollege.edu.au/about/policies. Any complaint that is not resolved informally can be formally raised as a complaint.

Where an explicit response or resolution is not sought by a complainant, UNSW College will treat the matter as feedback to be handled at its discretion.

Complaint Process

UNSW College strives to resolve grievances and complaints in a timely way with the people most directly involved. If a grievance or complaint cannot be resolved at a particular stage, there is an escalation process as follows.

Stage	Type	Description
Stage 1	Grievance	Raise directly with the staff member or area or service related to the complaint (local resolution). Appropriate for matters that are less serious in nature, straightforward, or are suitable to be dealt with informally. They are usually resolved easily.
Stage 2	Formal Complaint	Student to submit complaint to complaintsandconduct@unswcollege.edu.au using the Student Complaint Form. Complaint will be managed by a Case Manager with the oversight of a Senior Staff Member, Manager or similar, if there is no resolution at Stage 1, or the subject matter of the complaint is serious or complex. Appropriate for unresolved grievances, complex complaints or complaints of a serious nature.
Stage 3	Internal Appeal	In the outcome letter for Stage 2, the student is advised as to how to make an internal appeal (including which internal appeal committee will hear the matter - see Student Review and Appeals Policy). An appeal following Stage 2 may only be lodged on the grounds of a lack of procedural fairness.
Stage 4	External review	At any time during the process, a student can take a complaint to a number of external agencies such as the NSW Ombudsman or Commonwealth Ombudsman (as applicable), Anti-Discrimination Board or Australian Human Rights Commission located here: https://www.unswcollege.edu.au/about/policies.

Declining to Hear Complaints

All people involved in the process are expected to act in good faith. UNSW College will consider all grievances and complaints seriously, though it has discretion to refuse to conduct a complaint process, or discontinue one, where it considers the complaint or grievance is:

a. unreasonable, not made in good faith or made with the intent to cause harm;

b. made without the intent of resolving a genuine issue or raising any significant or serious issues; or

c. not capable of proper investigation (for example, because of a lack of detail or because the events occurred too long ago – see Scope for time limits). UNSW College may also refuse to conduct, or discontinue, a complaints process where the complainant fails to treat those involved in the process with courtesy or respect, or engages in conduct that poses a risk of harm to others.

UNSW College may refer complaints to other organisations or agencies where they fall outside its responsibilities or control, or where it is lawfully required to do so. UNSW College will inform the complainant of any referral.

Review and Appeal Process

Students:

1. seeking a review of an academic or administrative decision of UNSW College in relation to their enrolment or program of study, begin the process at Stage 1;
2. who have completed Stage 1 and 2 of the Complaints and Appeals Policy and received advice as to how to make an internal appeal, commence the process at Stage 3.

Stage	Type	Description
Stage 1	Informal process for understanding the decision	Raise directly with the decision-maker to seek a better understanding of the decision.
Stage 2	Formal Decision Review	1. Student to submit a formal written Review of Decision Form within ten working days of notification of the original decision, to complaintsandconduct@unswcollege.edu.au 2. Decision makers for the review process are detailed in the Student Review and Appeals Procedure. 3. The application must cite grounds for the review and provide supporting evidence. 4. Written advice of the review outcome, together with rights to appeal the decision and the relevant timeframes for the appeal process, will be provided to the student within ten working days.
Stage 3	Internal Appeal	1. Student lodges a Request to Appeal Form: https://my.unswcollege.edu.au/forms/ within ten working days of notification of the outcome of the review, to the Complaints and Appeals Policy. 2. The application must cite grounds for the appeal and provide supporting evidence. Grounds for an appeal include lack of procedural fairness or inconsistent application of UNSW College policy or procedure.
Stage 4	External review	1. Where the student remains dissatisfied with the final decision, the student may lodge a complaint with the: • NSW Ombudsman: ombo.nsw.gov.au or • Commonwealth Ombudsman: ombudsman.gov.au or • Anti-Discrimination Board: antidiscrimination.nsw.gov.au or • Australian Human Rights Commission: humanrights.gov.au 2. International students may lodge a complaint with the Overseas Student Commonwealth Ombudsman.

Outcomes of Reviews and Appeals

Possible outcomes of Review Process.

The outcomes of Stage 2 of the process include:

1. the application is deemed to be invalid;
2. the original decision is set aside;
3. the original decision is affirmed by the review process;
4. the student better understands the grounds for the original decision and elects not to progress to the appeal stage;
5. the student submits a formal application to appeal the decision.

Possible Outcomes of the Appeal Process

The outcomes of Stage 3 of the process include:

1. the Complaints and Appeals Committee deems the application to be invalid;
2. the Complaints and Appeals Committee sets aside the decision;
3. the Complaints and Appeals Committee affirms the review decision;
4. the student better understands the grounds for the decision and elects not to pursue the matter any further;
5. the students proceed to an external review.

18 Recognition of Prior Learning (RPL) Policy

Recognition of Prior Learning

1. UNSW College acknowledges that RPL facilitates the movement of students between sectors and higher education providers and recognises the multiple pathways students may take to gain qualifications.
2. Within this context, UNSW College is committed to supporting RPL and granting credit where program structures and requirements permit. Credit granted within the constraints of this commitment must maintain the integrity of UNSW College's academic programs and protect the academic standards and reputation of its awards.
3. UNSW College's approach to recognition of prior learning and credit is therefore guided by the following principles to only grant credit where:
    a. it can be demonstrated that the prior learning and outcomes satisfy learning outcomes;
    b. the integrity of the program learning outcomes are not compromised in the granting of credit;
    c. prior learning is assessed as being both relevant and current;
    d. volume of learning, discipline context, content, learning and assessment approaches are considered in determining equivalence;
    e. formal learning for which credit is granted is for a successfully completed course(s); credit granted does not exceed 1/3 of the program;
    f. UNSW has endorsed the granting of credit for programs which articulate into University degrees, so as not to compromise agreed articulation arrangements.

UNSW College Policies

Students can access all UNSW College policies here: https://www.unswcollege.edu.au/about/policies

Section Three

Student Life, Student Support, Student Safety

20 Student Life

Social Events, Activities and Clubs on Campus

University life is a wonderful opportunity for you to discover new people, new ideas, new experiences and new passions. Along with your academic learning journey, we strongly encourage all students to participate in some of the many social and extra-curricular opportunities that are available to all students, every week at the L5 building and on main campus.

For a look at what's on at UNSW College, we encourage you to visit the Current Student Hub website:
https://my.unswcollege.edu.au/whats-on/

UNSW has an active Student Union called ARC which all Foundation Students are encouraged to join and participate in: https://www.arc.unsw.edu.au/

ARC has hundreds of clubs and societies; from sports teams to media, from arts and culture to faculty societies. There are many avenues to explore ones interests. Further, ARC provides excellent resources to students, ranging from legal support and translation services, to free food and student discounts. ARC is located in the main quad on campus and all students are welcome to drop in. You will be greeted by friendly fellow students.

Leadership Opportunities

To complement your academic journey, UNSW College offers a range of leadership opportunities for students to develop their personal capabilities. These include:

1) Student Representative Council (SRC)
The SRC is a peak representative body of approximately 10 students from across various UNSW College programs. The SRC meets weekly to consult on student matters, planning campus events and experiences designed to promote student engagement and participation. As a SRC member, students will learn to collaborate together to deliver campus events, as well as develop interpersonal development skills, presentation skills, communications and marketing, and social media.

SRC recruits new students three times per year. Applicants are encouraged to apply with their CV and cover letter to src@unswcollege.unsw.edu.au. Successful candidates will be invited to participate in an interview with fellow SRC members, and Student Experience team staff members.

2) Student Volunteers
Student Volunteers play an integral role in supporting new students during orientation days and welcome weeks. They support students with campus tours, making new friends, and providing general advice to new students to help them settle into their studies. Interested students can contact volunteers@unswcollege.edu.au to get involved in the program and help others.

3) Student Internships
The paid internship program is a valuable opportunity for current students who are wishing to gain work experience and build their professional profiles whilst studying at the College. It is a maximum term of 3 months program that cover four different disciplines:

- Events
- Communications
- Customer Service
- Social Media Marketing.

Interested students are encouraged to email their CV and cover letter to intern@unswcollege.edu.au to apply for the roles.

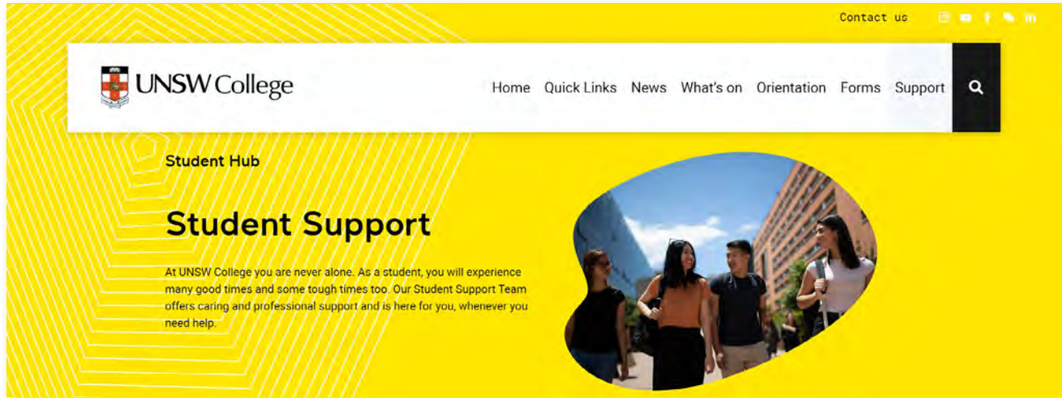
4) Peer Assisted Learning Support (Study Club)
Former Foundation Studies students with exceptional GPA scores may apply to become Peer Leaders at Study Club. Peel Leaders assist newer Foundation Studies students with their course work and homework.

Student Enquiries – Your First Point of Contact

The Student Enquiries team are your first point of contact. You can ask us any questions and we are always here to help.

We get many questions about student cards, transport discount tickets, timetables, tuition fees or payments, repeating a program, or other changes to enrolment.

The Student Enquiries counter is on Level 1 of the L5 Building (223 Anzac Parade, Kensington). You can visit us in person, email us at enquiries@unswcollege.edu.au or call us on 02 8936 2222 (from within Sydney) or +61 2 8936 2222 (from outside Australia). More information and links also available at the Student Hub:
https://my.unswcollege.edu.au/student-support/

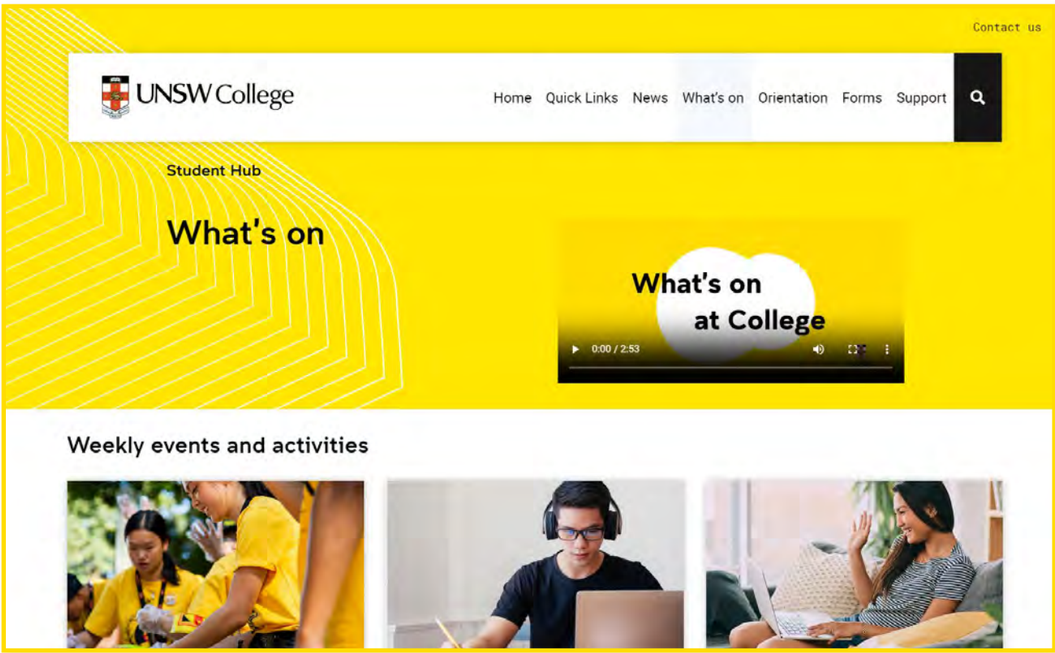


Student Engagement

Our Student Life Officers are here to help you get the most out of life outside the classroom. They arrange activities including sport sessions, organised trips, meet and greet sessions, Conversation Club and Study Club.

Student Life Officers also organise volunteer opportunities you can get involved in.

If you want to know what is on in Sydney, want to try new things or meet new people, contact the Student Life Officers on: activities@unswcollege.edu.au
or come to Student Enquiries or look at the What's On in the Student Hub:
https://my.unswcollege.edu.au/whats-on/



21 Academic Support

Academic Advice

If you wish to discuss your overall progress, or want broader academic advice, either about your current program or your future degree, UNSW College Student Progress team has well trained professional Student Progress Advisers who are available to meet you during business hours. It is easy to make an appointment with a Student Progress Adviser. You can book a free, confidential appointment on the Current Student Hub website at:
https://my.unswcollege.edu.au/student-support/.
Academic Support

1. Teachers
Your teachers are always your first point of contact if you need academic advice or support with your course work. Teachers make their email contact details readily available on each page of your online learning platform and you can connect with them if you have questions about your work. They will respond promptly.

2. Study Club
In addition to teachers' support, UNSW College offers Peer Assisted Learning Support. Every Tuesday, Wednesday, Thursday after classes (5pm-8pm) UNSW student Peer Leaders offer Study Club for 3 hours each evening, both online and on campus. Study Club is open to all students and is particularly effective if a student requires support with specific course work or homework, across any subject. Study Club is not teacher led and provides students with a social study experience together with their peers.

3. Academic Skills Workshops
Both UNSW and UNSW College offer workshops targeting academic skills. These run throughout the year and students will be emailed when they become available. We recommend that students attend academic workshops relating to academic skills development, managing studies and exam workshops.

4. Conversation Club
Conversation Club is a weekly online session for students who may wish to improve their English communication and build their language confidence. Run by our student volunteers and activities officers together, Conversation Club is a helpful, social experience for all second language English students. Sessions are each Tuesday evening from 5pm -6pm and run online. Information can be found on the Current Student Hub website.

22 Student Support (Welfare)

Meet Your Student Wellbeing Team

UNSW College Student Wellbeing Team are well trained professional **Student Wellbeing Advisers** who provide a range of wellbeing supports to students. Student Wellbeing Advisers provide direct support to students, as well as referrals to specialised support services based on individual student needs. Student Wellbeing Advisers offer support in a number of areas which may be impacting on student's studies. Below are some examples of main areas of support:

- Settling in issues
- Personal problems
- Relationship issues
- Health issues and class absence due to health issues
- Support to students experiencing distress
- Disability support
- General study support
- Setting study and personal goals
- Managing study and exam stress
- Enrolment options based on individual circumstances
- Providing students with information on how to access free mental health support including free counselling and access to after-hours support

How to Book an Appointment with a Student Wellbeing Adviser

Appointments are free, confidential, and available to all students who need support. We offer appointments both in person and online. You can meet with Student Wellbeing Advisers as often as you wish and/or need. You may need just one consultation, or many over the course of your studies. Either option is absolutely fine. Information that you share with a Student Wellbeing Adviser will be treated as confidential and not shared with teachers or other departments. It is easy to contact a Student Wellbeing Adviser

You can make an appointment to see a Student Wellbeing Adviser: https://outlook.office365.com/owa/calendar/BookYourAppointmentWithaStudentAdviser@unswcollege.edu.au/bookings/

If for the purpose of providing you with further support, we need to share your personal information with other services - we will ask you for permission before doing this (this is called consent). In addition we may need to share personal information you have provided to us if you or someone else is a risk of harm or if the information is required by law.

23 Equitable Learning Support

If you have a disability, learning difficulty or experiencing health/mental health issues and require individual support while you study with us, you can register with UNSW College Equitable Learning Services.
To register:
https://my.unswcollege.edu.au/student-support/equitable-learning-services/

If you would like to learn more about Equitable Services you can also speak with a Student Wellbeing Adviser. To book an appointment with a Student Wellbeing Adviser click here:
https://outlook.office365.com/owa/calendar/BookYourAppointmentWithaStudentAdviser@unswcollege.edu.au/bookings/

Do I have to share information regarding my disability or medical condition?
It is your choice whether you share information with UNSW College with regards to disability or health/mental health condition, however if you do not share with us that you might need additional support and do not provide supporting documentation we may not be able to put education adjustments in place for you.

If I provide my health information, how is it used?
In order to issue you with **Equitable Learning Plan (ELP)**, you will be required to provide evidence of disability, learning difficulty or other health issues. This will typically be a medical professional report which must include the following information:

- the nature and duration of your condition
- any treatment you are receiving
- the impact disability or circumstances is having on your studies and exams

The supporting documentation must be:

- no longer than 2 years old
- in English or NAATI accredited translated copy and
- must be on official letterhead, signed and dated by appropriate medical practitioner
- and must include a diagnosis and information about how it impacts on your learning.

If you do not have current documentation and need support with obtaining it please speak to a Student Wellbeing Adviser.

Once you advise us that you require additional support, due to disability or health condition, one of our friendly Student Wellbeing Advisers will get in contact you to arrange a meeting in which you can provide us with more information about the type of support you might require and we will create an **Equitable Learning Plan (ELP)**.

What is included in my Equitable Learning Plan (ELP) and who will see it:
Your Equitable Learning Plan which is shared with the Academic Team such as your teachers and Exams team if appropriate only includes information about education adjustments and supports which have been approved for you. It does not include your medical diagnosis.

I have a disability, learning difficulty or health/mental health condition impacting on my studies what are the types of supports that can be offered to me?
Again, support will vary for each student, depending on your individual needs, but just to give you an idea about which areas of your studies this support can be provided please see list below:

- In class support
- Examination and submitting assessments
- Use of assistive technology
- Referral to other support services

When is the right time to register?
You must be enrolled at UNSW before you can register for educational adjustments.

You can register at any time during term if you require support. We strongly recommend all students register before the teaching session starts. If you are new to UNSW or having difficulties because of your disability, medical condition, mental illness or if you are a carer of persons with disability, register as soon as possible.

Many of the services we provide require a significant amount of time and coordination of people and facilities across the university. Setting up exam provisions, employing note-takers, organising sign interpreters, and re-formatting textbooks are just a

few examples of services that may take weeks to set up.

By registering early, your Equitable Learning Facilitator can, start preparation on your requirements early identify any obstacles you may face in completing your studies work with you to help you overcome any obstacles.

Leaving things to the last minute will only add to your stress. The sooner you register, the sooner you will have the support you need.

All appointments are free and confidential.

What if my disability impacts my assessments or exams?
Support is available for students who require this in order to attempt and complete assessments and exams. Please contact our Student Wellbeing Team ahead of your assessments or exams so we can help

24 Accommodation Support

Finding the right place to live in Sydney which meets your needs and fits the budget is an important aspect of your studying and living in Sydney. Our friendly Accommodation Officer can provide you with assistance with accommodation related matters such as:

- Finding a new place to live
- Helping you resolve any accommodation related issues you may be experiencing
- Helping you arrange emergency accommodation (if you are experiencing crisis)

You can make an appointment with our Accommodation Officer here:
https://outlook.office365.com/owa/calendar/AccommodationSupportAppointmentBookingPage@unswcollege.edu.au/bookings/

25 Under 18 Students

If you are under 18 years old during your Foundation Program please know that there are additional supports available to you to help you manage your studies more effectively.

There are two types of care arrangements for under 18 students:

If you are Under 18 and Living with your Parent or Guardian:

- Please ensure to keep your address and the contact details for your guardian current via student portal
- UNSW College will communicate with your parents and guardian on matters related to your academic progress, attendance and wellbeing
- If you need additional support from a Student Wellbeing Adviser email: student.support@unswcollege.edu.au

If you have been issued with Confirmation of Appropriate Accommodation and Welfare (CAAW)
If you are living in Sydney without your parent or guardian and have been issued with CAAW this means that you are part of **UNSW College Under 18 Students Care Program.** As part of this program you are provided with a range of supports which have been put in place in order to support and monitor your welfare.

Regular Meetings with Student Wellbeing Advisers:
During those meetings Student Wellbeing Advisers will discuss with students all matters related to their studies, their health and wellbeing, social life as well as accommodation. Those meetings are also opportunity for students to ask any questions or concerns they may have. Student Wellbeing Advisers can also make referral to other support services such as doctor or a counsellor. Student Wellbeing Advisers work closely with academic and student accommodation providers.

Accommodation Assistance:
U18 Students issued with CAAW can only stay in Accommodation approved by UNSW College. However, if students are not satisfied with their current accommodation or are experiencing any issues Accommodation Team can assist in resolving those issues and if required, assisting with changing accommodation.

Transition to UNSW Process:
U18 students who remain U18 at commencement of UNSW Program will be provided with assistance with planning for the gap between programs, securing approved accommodation for the commencement of University as well as providing students with information regarding any seminars they need to attend before commencing at UNSW as an Under 18 students.

After Hours Emergency Support:
All Under 18 students can access support not only during business hours but also after hours. Students requiring emergency support after hours are advised to contact their accommodation provider emergency number. If the matter is serious Accommodation provider will contact UNSW College Student Wellbeing Staff who are On Call so comprehensive support can be provided to the student in need.

Liaising with Parents:
Student Wellbeing Advisers will liaise with your parents regrading important matters related to your course progress and attendance as well as any health and welfare related issues and accommodation matters. Parents wishing to contact Student Wellbeing Advisers should email:
student.support@unswcollege.edu.au

Are there any specific rules U18 students who are issued with CAAW must follow?
Yes, students must follow a set of rules which have been put in place to support their safety and welfare. Those rules include things like time students have to return to their accommodation, rules about visitors as well as rules regarding attending regular meetings with Student Wellbeing Adviser. Those rules are discussed at Orientation and student's first meeting with a Student Wellbeing Adviser. It is important that you follow those rules. If you breach any of the CAAW rules your CAAW may be cancelled which may result in cancellation of your student visa.

For more information about U18 Students rules, please visit this website:
https://my.unswcollege.edu.au/student-support/u18-student-rules-and-responsibilities/

26 Student Safety & Emergency Contacts

We have included a list of important student contacts here for you. If you need to access support service which is not listed here please contact Student Wellbeing Advisers on student.support@unswcollege.edu.au

UNSW College Contacts:			
Name of Service	**Contact Details**	**Use this Service for:**	**Opening Hours**
Student Enquiries	enquiries@unswcollege.edu.au or Phone: +61 2 8936 2222	General enquiries	9:00am - 5:00pm AEST
Diploma Enquiries	DiplomaEnquiry@unswcollege.edu.au	for class enrolment and timetable enquiries, EOA & LOA enquiries	
Student Progress	academicprogression@unswcollege.edu.au	Student Progress, Learning Support, Academic Standing	9:00am - 5:00pm AEST
Student Support	student.support@unswcollege.edu.au	Wellbeing support	9:00am - 5:00pm AEST
Accommodation Assistance	accommodation@unswcollege.edu.au	Accommodation support	9:00am - 5:00pm AEST
IT Support	helpdesk@unswcollege.edu.au	Computer connection and access to learning platforms	9:00am - 5:00pm AEST
UNSW and Sydney Essential Services Contacts:			
All Emergencies Ambulance, Police and Fire Brigade	**000 (Triple Zero)**	Life threatening emergency	All hours
UNSW Campus Security	Phone: + 61 2 9385 6666	Emergency on campus	All hours
	Phone: + 61 2 9385 6000	Non-urgent security	All hours

If You Need Health Advice or to See a Doctor:			
UNSW Health Service	Phone: +61 2 9385 5425	To see a doctor.	Hours may vary. To book an appointment click here: https://www.student.unsw.edu.au/health/appointment
Health Direct:	Phone: 1800 022 222	Free 24-hour health advice over the phone	Free 24-hour health advice over the phone
HotDoc	https://www.hotdoc.com.au/search?in=sydney-NSW-2000	For a list of doctors in your area	All hours
DocBook	https://docbook.com.au/doctors/nsw/sydney		
If You Need Mental Health Support:			
UNSW Students Mental Health Support (Students in Australia)	Phone : +61 2 9385 5418	For non urgent 24/7 Mental Helath Support call 02 93855418 to speak to someone. Direct counsellor support is also available after hours via text: 0485 826 595 (5:00pm-9:00am weekdays and 24hrs on weekends and public holidays)	
NSW Mental Health Line	Phone: 1800 011 511	To be connected with urgent community mental health support	All hours
Lifeline	Phone: 13 11 14	Mental Health Crisis Support Line	All hours
Offshore Students Helpline	Phone: +61 2 8905 0307	If you are outside Australia and need urgent support	All hours

For Support if You Experienced Sexual Misconduct:			
National Sexual Assault and Domestic Violence Counselling Service	1800 Respect, Call: 1800 737 732 You can also report sexual misconduct via UNSW reporting portal. Click here to report: https://www.unsw.edu.au/planning-assurance/conduct-integrity/gendered-violence/make-report	Support for people who experienced sexual assault or domestic violence	All hours
If You Need Free Legal Advice:			
Kingsford Legal centre	Phone: +61 2 9385 9566	Free legal advice for students	For appointment times click here: https://www.klc.unsw.edu.au/contact-us
For information on scams			
Scam Watch	www.scamwatch.gov.au/	For information about scams and to report a scam	All hours
UNSW Be Aware of Scams Website	https://www.student.unsw.edu.au/scams	UNSW website with information about scams - how to spot a scam, how to protect yoruself from scams and information about recent scams	All hours
UNSW College Protect Yourself from Scams Website:	https://my.unswcollege.edu.au/student-support/protect-yourself-against-scams/	UNSW College website with information on scams and how to protect yourself	All hours
UNSW Campus Seurity	Phone: + 61 2 9385 6666 (emergency) or +61 2 9385 000 (for general enquiries)	To report a scam or seek advice	All hours
Police	In emergency call: 000 To report a scam visit your local police station	To report or seek assistance in an emergency	All hours

Useful Websites for International Students:			
Department of Home Affairs	www.homeaffairs.gov.au/	Visa information	All hours
NSW Health	www.health.nsw.gov.au/	Information about health services, including COVID 19 related information	All hours
Study NSW	https://www.study.sydney/	Information for international students regarding studying and living in Sydney. This website also provides information about support services available to international students	All hours
NSW International Student Health Hub	www.internationalstudents.health.nsw.gov.au/	Health relation information and links to other health services	All hours

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