



# Foundation Studies

Student Handbook 2026



# UNSW College Foundation Studies

## Student Handbook 2026

### Section One

Academic Information for Students

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## Section One

# Academic Information for Students



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## Foundation Studies Programs, Streams & Courses

### Programs

Foundation Studies Programs provide academic preparation for undergraduate study and are designed for international students. The programs are delivered in lecture and tutorial format along with practical laboratory, workshop and studio classes as well as weekly consultations with the instructor. A Student Progress Adviser will be monitoring student progress and will be able to provide students with individual study advice and tips throughout the duration of their program.

On completion of a Foundation Studies program, students are awarded a Foundation Studies Certificate, which is accepted by UNSW and all Australian universities for undergraduate entry. Academic standards and results in the programs are approved and monitored by UNSW and its Faculties. The Certificate is accompanied by a Statement of Results.

There are three main Foundation Studies programs.

The **Standard Foundation Program** is delivered over 9 months.

The **Standard Plus Foundation Program** is delivered over 12 months and designed for students who require a more gradual introduction to their studies.

The **Transition Program** is a 4-month, one-term program designed for international students who have completed a previous high school matriculation program and have academic results just below that required for direct entry to UNSW.

### Streams and Courses

Within each Foundation Studies Program, students must choose a Stream (set program of courses) determined by their desired university program.

The Transition Program offers the Physical Science, Life Science, Commerce, Design and Actuarial Streams only. Streams and courses at Foundation Studies Kensington campus are shown in Table 1.

All streams contain five to seven courses; each course has a unit of credit weighting. Students usually take a minimum of 48 units of credit.

**Table 1: Streams of Study for Students who commenced their standard program study before January 2025.**

Streams and Courses		Streams of Study					
		Sciences		Commerce		Arts	Design
Course	Units	Physical Science	Life Science	Commerce	Commerce Actuarial	Arts/ SS	Design & Built Environment
Academic English Humanities	12			•	•	•	•
Academic English Science	12	•	•				
Mathematics for Science	12	•	•		•		
Mathematics for Commerce	10			•			
Essentials of Mathematics Standard Term 1 only	6					•	•
Physics	10	•					
Chemistry	10	•	•				
Biology	10		•				
Accounting Standard Term 1 only	4			•	•		
Computing for Science Standard only	4	•	•				
Computing for Business Standard only				•	•	•	
Computing for Design	6						•
Economics	10			•	•		
Business Law Standard Term 2 only	4			•	•		
Management Standard Term 2 only	4			•	•	•	
Design	12						•
International Issues & Perspectives	10					•	
Culture and Communication	12					•	•
<b>Total Units</b>		48	48	48	50	48	48
<b>Popular Degree Programs</b>		Engineering, Science, Medicine, Medical Science, Aviation, Optometry, Health & Exercise Science, Biomedical Sciences, Psychology, Food Science and Technology	Accounting, Finance, Economics, Actuarial Studies, Arts, Social Science, some Law degrees, International Business, Banking and Marketing, Construction Management and Property	Arts, some Law degrees, Arts and Business, Criminology, Education, Social Science, International Studies, Languages	Architectural Studies, Interior or Landscape Architecture, Industrial Design, Media Arts, Design, Art Theory, Fine Arts, Planning	Engineering, Science, Medicine, Medical Science, Aviation, Optometry, Health & Exercise Science, Biomedical Sciences, Psychology, Food Science and Technology	Accounting, Finance, Economics, Actuarial Studies, Arts, Social Science, some Law degrees, International Business, Banking and Marketing, Construction Management and Property

see <https://www.unswcollege.edu.au/study/areas-of-study> for a full listing of Streams and Degrees

**Table 2: Streams of Study for Students who commenced their standard program study after January 2025.**

Streams and Courses		Streams of Study					
		Sciences		Commerce		Arts	Design
Course	Units	Physical Science	Life Science	Commerce	Commerce Actuarial	Arts/ SS	Design & Built Environment
Academic English Humanities	12				•	•	•
Academic English Science	12	•					
Mathematics for Science	12	•	•				
Mathematics for Commerce	10			•			
Essentials of Mathematics Standard Term 1 only	6					•	•
Physics	10	•					
Chemistry	10	•	•				
Biology	10		•				
Accounting Standard Term 1 only	4			•	•		
Computing for Science Standard only	4	•	•				
Computing for Business Standard only				•	•	•	
Computing for Design	6						•
Economics	10			•	•		
Business Environment Standard Term 2 only	4			•	•		
Management Standard Term 2 only	4			•	•	•	
Design	12						•
International Issues & Perspectives	10						
Culture and Communication	12						
<b>Total Units</b>		48	48	48	50	48	48
<b>Popular Degree Programs</b>		Engineering, Science, Medicine, Medical Science, Aviation, Optometry, Health & Exercise Science, Biomedical Sciences, Psychology, Food Science and Technology	Accounting, Finance, Economics, Actuarial Studies, Arts, Social Science, some Law degrees, International Business, Banking and Marketing, Construction Management and Property	Arts, some Law degrees, Arts and Business, Criminology, Education, Social Science, International Studies, Languages	Architectural Studies, Interior or Landscape Architecture, Industrial Design, Media Arts, Design, Art Theory, Fine Arts, Planning	Engineering, Science, Medicine, Medical Science, Aviation, Optometry, Health & Exercise Science, Biomedical Sciences, Psychology, Food Science and Technology	Accounting, Finance, Economics, Actuarial Studies, Arts, Social Science, some Law degrees, International Business, Banking and Marketing, Construction Management and Property

see <https://www.unswcollege.edu.au/study/areas-of-study> for a full listing of Streams and Degrees

## 2

## Standard Plus Program

Table 3: Standard Plus Program Course Weightings by Term for students who commenced their studies before January 2025.

Courses		Standard PLUS Program Course Weightings		
Course	Units	PLUS Term	STANDARD Term 1	STANDARD Term 2
Academic English for Humanities	12	10%	26.5%	63.5%
Academic English for Science	12	10%	26.5%	63.5%
Mathematics for Science	12	20%	40%	40%
Mathematics for Commerce	10	20%	40%	40%
Essentials of Mathematics <small>Standard Term 1 only</small>	6		100%	
Physics	10	10%	27%	63%
Chemistry	10	10%	27%	63%
Biology	10	10%	27%	63%
Accounting <small>Standard Term 1 only</small>	4		100%	
Computing for Science <small>Standard only</small>	4		50%	50%
Computing for Business <small>Standard only</small>	4		50%	50%
Computing for Design	6	10%	30%	60%
Economics	10	5%	50%	45%
Business Law <small>Standard Term 2 only</small>	4			100%
Management <small>Standard Term 2 only</small>	4	5%		95%
Design	12	10%	45%	45%
International Issues & Perspectives	10	5%	45%	50%
Culture & Communication	12	10%	40%	50%

Table 4: Standard Plus Program Course Weightings by Term for students who commenced their studies after January 2025.

Courses		Standard PLUS Program Course Weightings		
Course	Units	PLUS Term	STANDARD Term 1	STANDARD Term 2
Academic English for Humanities	12	5%	25%	70%
Academic English for Science	12	10%	20%	70%
Mathematics for Science	12	20%	40%	40%
Mathematics for Commerce	10	20%	40%	40%
Essentials of Mathematics <small>Standard Term 1 only</small>	6		100%	
Physics	10	10%	31.5%	58.5%
Chemistry	10	10%	31.5%	58.5%
Biology	10	10%	31.5%	58.5%
Accounting <small>Standard Term 1 only</small>	4		100%	
Computing for Science <small>Standard only</small>	4		50%	50%
Computing for Business <small>Standard only</small>	4		50%	50%
Computing for Design	6	10%	30%	60%
Economics	10	5%	50%	45%
Business Environment <small>Standard Term 2 only</small>	4			100%
Management <small>Standard Term 2 only</small>	4	5%		95%
Design	12	10%	45%	45%
International Issues & Perspectives	10	5%	40%	55%
Culture & Communication	12	10%	40%	50%

Table 5: Standard PLUS Program - Terms and Courses

Foundation Studies - Arts and Social Sciences Stream Standard PLUS Program				
Terms and Course Modules				
Courses	Units	Plus	Standard Term 1	Standard Term 2
Academic English - Humanities (H)	12	•	•	•
Computing for Business	4		•	•
Culture & Communication	12	•	•	•
International Issues & Perspectives	10	•	•	•
Management	4	•		•
Essentials of Mathematics	6		•	
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Foundation Studies - Commerce Stream Standard PLUS Program				
Terms and Course Modules				
Courses	Units	Plus	Standard Term 1	Standard Term 2
Academic English - Humanities (H)	12	•	•	•
Computing for Business	4		•	•
Accounting	4		•	•
Business Law <i>(If you commenced your studies BEFORE January 2025)</i>				
or		4		
Business Environment <i>(If you commenced your studies AFTER January 2025)</i>				
Economics	10	•	Business Studies	Microeconomics
Management	4	•	Critical Skills and Collaboration	•
Mathematics for Commerce	10	•	•	•
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Foundation Studies - Design and Architecture Stream Standard PLUS Program				
Terms and Course Modules				
Courses	Units	Plus	Standard Term 1	Standard Term 2
Academic English - Humanities (H)	12	•	•	•
Computing for Design	6	•	•	•
Culture & Communication	12	•	•	•
Design	12	•	•	•
Essentials of Mathematics	6		•	
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Foundation Studies - Commerce Actuarial Stream Standard PLUS Program				
Terms and Course Modules				
Courses	Units	Plus	Standard Term 1	Standard Term 2
Academic English - Humanities (H)	12	•	•	•
Computing for Business	4		•	•
Accounting	4		•	•
Business Law <i>(If you commenced your studies BEFORE January 2025)</i>				
or		4		
Business Environment <i>(If you commenced your studies AFTER January 2025)</i>				
Economics	10	•	Business Studies	Microeconomics
Management	4	•	Critical Skills and Collaboration	•
Mathematics for Science	12	•	•	•
	<b>50</b>			

Foundation Studies - Physical Science Stream Standard PLUS Program				
Terms and Course Modules				
Courses	Units	Plus	Standard Term 1	Standard Term 2
Academic English - Science (S)	12	•	•	•
Computing for Science	4		•	•
Chemistry	10	•	•	•
Physics	10	•	•	•
Mathematics for Science	12	•	•	•
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Foundation Studies - Life Science Stream Standard PLUS Program				
Terms and Course Modules				
Courses	Units	Plus	Standard Term 1	Standard Term 2
Academic English - Science (S)	12	•	•	•
Computing for Science	4		•	•
Chemistry	10	•	•	•
Biology	10	•	•	•
Mathematics for Science	12	•	•	•
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## 3

## Standard Program

Table 6: Standard Program Course Weightings by Term for students who commenced their studies before March 2025.

Courses		STANDARD Program Course Weighting	
Course	Units	STANDARD Term 1	STANDARD Term 2
Academic English for Humanities	12	34%	66%
Academic English for Science	12	34%	66%
Mathematics for Science	12	50%	50%
Mathematics for Commerce	10	50%	50%
Essentials of Mathematics <small>Standard Term 1 only</small>	6	100%	
Physics	10	30%	70%
Chemistry	10	30%	70%
Biology	10	30%	70%
Accounting <small>Standard Term 1 only</small>	4	100%	
Computing for Science <small>Standard only</small>	4	50%	50%
Computing for Business <small>Standard only</small>	4	50%	50%
Computing for Design	6	50%	50%
Economics	10	50%	50%
Business Law <small>Standard Term 2 only</small>	4		100%
Management <small>Standard Term 2 only</small>	4		100%
Design	12	50%	50%
International Issues & Perspectives	10	50%	50%
Culture & Communication	12	50%	50%

Table 7: Standard Program Course Weightings by Term for students who commenced their studies after March 2025.

Courses		STANDARD Program Course Weighting	
Course	Units	STANDARD Term 1	STANDARD Term 2
Academic English for Humanities	12	30%	70%
Academic English for Science	12	30%	70%
Mathematics for Science	12	50%	50%
Mathematics for Commerce	10	50%	50%
Essentials of Mathematics <small>Standard Term 1 only</small>	6	100%	
Physics	10	35%	65%
Chemistry	10	35%	65%
Biology	10	35%	65%
Accounting <small>Standard Term 1 only</small>	4	100%	
Computing for Science <small>Standard only</small>	4	50%	50%
Computing for Business <small>Standard only</small>	4	50%	50%
Computing for Design	6	30%	70%
Economics	10	50%	50%
Business Environment <small>Standard Term 2 only</small>	4		100%
Management <small>Standard Term 2 only</small>	4		100%
Design	12	50%	50%
International Issues & Perspectives	10	45%	55%
Culture & Communication	12	50%	50%

Table 8: Standard Program - Terms and Courses

Foundation Studies - Arts and Social Sciences Stream Standard Program				Foundation Studies - Commerce Stream Standard Program			
Terms and Course Modules				Courses		Terms and Course Modules	
Courses	Units	Standard Term 1	Standard Term 2			Standard Term 1	Standard Term 2
Academic English - Humanities (H)	12	•	•	Academic English - Humanities (H)	12	•	•
Computing for Business	4	•	•	Computing for Business	4	•	•
Culture & Communication	12	Intercultural Studies	Media Studies	Accounting	4	•	•
International Issues & Perspectives	10	•	•	Business Law <i>(If you commenced your studies BEFORE March 2025)</i>	4		
Management	4		•	or Business Environment <i>(If you commenced your studies AFTER March 2025)</i>			
Essentials of Mathematics	6	•		Economics	10	• Microeconomics	• Macroeconomics
	<b>48</b>			Management	4		•
				Mathematics for Commerce	10	•	•
					<b>48</b>		

Foundation Studies - Design and Architecture Stream Standard Program				Foundation Studies - Commerce Actuarial Stream Standard Program			
Terms and Course Modules				Courses		Terms and Course Modules	
Courses	Units	Standard Term 1	Standard Term 2			Standard Term 1	Standard Term 2
Academic English - Humanities (H)	12	•	•	Academic English - Humanities (H)	12	•	•
Computing for Design	6	•	•	Computing for Business	4	•	•
Culture & Communication	12	•	•	Accounting	4	•	•
Design	12	Intercultural Studies	Media Studies	Business Law <i>(If you commenced your studies BEFORE March 2025)</i>	4		
Essentials of Mathematics	6	•		or Business Environment <i>(If you commenced your studies AFTER March 2025)</i>			
	<b>48</b>			Economics	10	• Microeconomics	• Macroeconomics
				Management	4		•
				Mathematics for Science	12	•	•
					<b>50</b>		

## 4

## Transition Program

Foundation Studies - Physical Science Stream Standard Program			
Terms and Course Modules			
Courses	Units	Standard Term 1	Standard Term 2
Academic English - Science (S)	12	•	•
Computing for Science	4	•	•
Chemistry	10	•	•
Physics	10	•	•
Mathematics for Science	12	•	•
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The Foundation Studies Transition Program is a one-semester program, designed for international students with strong English skills (IELTS score of 6.0 or greater) and Academic results just below that required for direct university entry.

Upon successful completion of the T2 and T3 programs, a student can begin undergraduate studies at the beginning of the following year. The next available UNSW intake for T1 students is the Mid-Year intake (UNSW Session 2). Some university programs are not offered Mid-Year.

Only Physical Science, Life Science, Commerce, Commerce Actuarial and Design streams are offered in the Transition program. These core streams of study will allow entry to all UNSW undergraduate degrees.

Table 9: Course Assessment Components and Weighting (% of total assessment)

Foundation Studies - Life Science Stream Standard Program			
Terms and Course Modules			
Courses	Units	Standard Term 1	Standard Term 2
Academic English - Science (S)	12	•	•
Computing for Science	4	•	•
Chemistry	10	•	•
Biology	10	•	•
Mathematics for Science	12	•	•
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Courses		Transition Program Course Weightings				
Course	Units	Final Examination	Mid program Examination/Challenge Activity	Essays/Assignments	Tutorial Participation	Lab or Studio Practice
Academic English	10	45%	15%	30%	10%	
Mathematics for Science	12	60%	40%			
Mathematics for Commerce	10	60%	40%			
Economics	6	60%	15%	15%	10%	
Accounting	6	60%	15%	15%	10%	
Business Law	6	60%	10%	20%	10%	
Computing for Business	4	50%	40%		10%	
Computing for Science	4	50%	40%		10%	
Computing for Design	10			100%		
Chemistry, Biology & Physics	11	40%	30%			30%
Design	22		15%	85%		
Management	6	30%	20%	30%	20%	

Foundation Studies – Commerce Stream Transition Program					
Courses	Units	Final Examination	Mid program Examination/Challenge Activity	Essays/Assignments	Tutorial Participation
Academic English	10	45%	15%	30%	10%
Mathematics for Commerce	10	60%	40%		
Economics	6	60%	15%	15%	10%
Accounting	6	60%	15%	15%	10%
Business Law	6	60%	10%	20%	10%
Computing for Business	4	50%	40%		10%
Management	6	30%	20%	30%	20%
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Foundation Studies – Commerce Actuarial Stream Transition Program					
Courses	Units	Final Examination	Mid program Examination/Challenge Activity	Essays/Assignments	Tutorial Participation
Academic English	10	45%	15%	30%	10%
Mathematics for Science	12	60%	40%		
Economics	6	60%	15%	15%	10%
Accounting	6	60%	15%	15%	10%
Business Law	6	60%	10%	20%	10%
Computing for Business	4	50%	40%		10%
Management	6	30%	20%	30%	20%
	<b>48</b>				

Foundation Studies – Design and Architecture Stream Transition Program					
Courses	Units	Final Examination	Mid program Examination/Challenge Activity	Essays/Assignments	Tutorial Participation
Academic English	10	45%	15%	30%	10%
Computing for Design	10			100%	
Design	22		15%	85%	
Management	6	30%	20%	30%	20%
	<b>48</b>				

Foundation Studies – Physical Science Stream Transition Program						
Courses	Units	Final Examination	Mid program Examination/Challenge Activity	Essays/Assignments	Tutorial Participation	Lab or Studio Practice
Academic English	10	45%	15%	30%	10%	
Mathematics for Science	12	60%	40%			
Computing for Science	4	50%	40%		10%	
Chemistry	11	40%	30%			30%
Physics	11	40%	30%			30%
	<b>48</b>					

Foundation Studies – Life Science Stream Transition Program						
Courses	Units	Final Examination	Mid program Examination/Challenge Activity	Essays/Assignments	Tutorial Participation	Lab or Studio Practice
Academic English	10	45%	15%	30%	10%	
Mathematics for Science	12	60%	40%			
Computing for Science	4	50%	40%		10%	
Chemistry	11	50%	30%			20%
Biology	11	50%	30%			20%
	<b>48</b>					

## 5

## Grading System

### Grading System

Students in each course are allocated a final mark out of 100 and a corresponding final letter grade on an A to F scale. Each letter grade has an associated grade point on a 10-point scale. Overall performance is expressed as a weighted grade point average (GPA) out of 10, based on all units attempted.

Course grades are described in Table 10 below. A typical GPA calculation is shown in Table 11.

**Table 10: Foundation Studies Grades (examples are a guide only)**

Course Grade	Grade Point	Description	Examples of UNSW undergraduate program entry with GPA at this level (International Students Only)
A+	10.0		
A	9.5	Excellent achievement	UNSW Medicine (with other requirements)
A-	9.0		
B+	8.5		UNSW Law
B	8.0	Very good achievement	UNSW Commerce, Architecture, Engineering
B-	7.5		UNSW Science, Advanced Science
C+	7.0	Good achievement	UNSW Diploma in Engineering, UNSW Arts & Social Science, College of Fine Arts
C	6.5		UNSW Diploma in Science
C-	6.0	Moderate achievement	Some Australian undergraduate programs
D+	5.5		
D	5.0	Marginal achievement	Some vocational certificate courses
D-	4.5		
E+	4.0		
E	3.5	Limited achievement	
E-	3.0		
F	0	Fail	
UF	0	Unsatisfactory – Failure	Normally due to a non-attempt in a significant assessment component of a course
NF	N/A	Withdrawn without Failure	
W	N/A	Withheld	

### English Grades

UNSW College English is assessed with a grading system that aligns with internationally recognised English proficiency tests. The English grade you need on exit from your Foundation Studies Academic English course is determined by the English entry settings required for your chosen UNSW program.

English requirement for entry to UNSW	UNSW College English grade
7.0 IELTS equivalent	B
6.5 IELTS equivalent	C+

**Table 11: Grade-Point-Average Calculation**

A typical GPA calculation is shown for a student in the Commerce Stream.

Course Grade	Unit Weighting	Final Grade	Grade Points
Academic English	12	B	12 x 8 = 96
Mathematics C	10	B+	10 x 8.5 = 85
Economics	10	A	10 x 9.5 = 95
Business Law	4	B-	4 x 7.5 = 30
Accounting	4	C+	4 x 7 = 28
Computing for Academic Purposes	4	C	4 x 6.5 = 26
Management	4	D+	4 x 5.5 = 22
<b>Total Units</b>	<b>48</b>		<b>382</b>

GPA = Total points earned divided by (÷) the total units:

$382 \div 48 = 8.0$

## 6

## Permanent Resident (PR) & Australian Citizen Status

### Permanent Resident (PR) and Australian Citizen Status

Students who have Permanent Resident (PR) or Australian citizen status can complete a Foundation Studies program. Foundation Studies policies, rules and regulations apply to all students irrespective of their nationality or residency status. The normal tuition fee applies.

Students who change their status from that of international student to PR or Australian citizen, must notify the UNSW College Student Enquiries Office and also the Student Wellbeing Advisers immediately. Failure to do so may affect university admission.

Based on the Foundation Studies results, PR and Australian Citizen students may apply for a university place. Application is made through the Universities Admissions Centre (UAC), along with all other Australian citizens sitting final exams such as the NSW Higher School Certificate. Entry levels that apply for New Year and Mid-Year entry are determined by UAC at the time of each intake and are dependent on the availability of places. The GPA requirements for UNSW may be higher and sometimes lower than that of international students for some programs. The Student Wellbeing Advisers will hold meetings to advise PR and Australian Citizens of the procedures for admission to university through UAC.

Please note that some universities will only accept the Foundation Studies Certificate for entry from international, non-resident students.

The University of New South Wales accepts the Foundation Studies Certificate for entry from international students and Australian Citizens or Australian Permanent Residents.

Please note that in some Faculties, there are **NO** Commonwealth Supported Places - CSP (previously known as HECS places) available for students in Term 2 or 3 because they have all been allocated to students in the Term 1 intake.

Not all UNSW undergraduate programs are offered in Terms 2 and 3.

All students should check the UNSW website to confirm their undergraduate degree will commence in time for the completion of their Foundation Studies program as on some occasions there may be term delay between the completion of Foundation Studies and commencement of an undergraduate program.



## 7

## Minimum Age Policy & Students Under 18 Years of Age

### Minimum Age Policy

Foundation Studies has a policy with regard to the minimum age of students accepted into the program, for the issue of provisional offers to UNSW and the approval of care and welfare arrangements. This policy is as follows:

- Foundation Studies will not accept students unless they will be at least 16 years of age at the commencement date of their Foundation Studies program.
- This policy would also apply to external campuses conducting Foundation Studies programs.

### Students Under 18 Years of Age

For international students, it is a condition of their student visa to 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  
or
2. To have their care, accommodation and welfare arrangements approved by Foundation Studies.

Under 18 students, who have been issued with CAAW by UNSW College must follow a set of rules to ensure their safety and wellbeing. For more information, refer to Section 3 Under 18 Students in the handbook on page 63.

## Awards, Scholarships & Course Prizes

Standard and Standard Plus students at the Kensington campus compete for the same awards, scholarships and course prizes. Scholarships, awards and prizes are awarded automatically. No application form is required.

### Outstanding Student Awards

A total of three dux awards are made each year to the Outstanding Student (all Programs) in each academic area:

- Commerce
- Arts/Design
- Physical/Life Science

These awards are for the best academic performance across all Plus and Standard Foundation Studies Programs at the Kensington campus.

Further, the annual dux of each academic area is recognised on the Foundation Studies Outstanding Student Honour Roll.

### Ross Woodham Scholarships

A total of 9 Ross Woodham Scholarships are awarded annually.

Scholarship selection will be based on academic performance upon completion of the Program. The Scholarships will be awarded to Kensington campus students who:

1. achieve the best academic performance in the Foundation Studies streams of:
  - Commerce
  - Arts/Design
  - Physical/Life Science
 and
2. take up an undergraduate program of study at UNSW.

The Scholarships are currently to the value of AUD\$10,000, payable to UNSW to offset student fees for international students in the second term of their undergraduate program, or in the form of a one-off payment for living expenses for permanent residents or Australian Citizens.

### Course Prizes

Course prizes are awarded to Kensington campus students for the best academic performance in each course across the A, B and C Standard/Standard Plus-Programs. Course Prizes take the form of Certificates and University Bookshop gift vouchers.

### Presentations

All A, B and C Standard/Standard Plus-Program awards are presented at the next UNSW Foundation End-of-Program Celebration.

All award, scholarship and prize winners will be notified and invited to attend the End-of-Program Celebration.

### Other UNSW Scholarships

From time to time, UNSW offers scholarships to Foundation Studies on completion of their program. For more details and information on how to apply, please look at the UNSW Website <https://www.scholarships.unsw.edu.au/>

# Rules, Regulations & Policies



## Student Responsibilities

### Follow the UNSW College Student Code of Conduct

The UNSW College Student Code of Conduct serves as a guide to help all students understand the expectations for their behavior whilst enrolled at the College.

It outlines the standards for academic integrity, respect for others, and the consequences for actions that go against these principles.

Here are the key purposes:

#### Promote a positive learning environment.

The code ensures that everyone in the school community can learn and work in a safe, respectful, and supportive atmosphere.

#### Define Acceptable Behaviour.

It clearly states what is considered appropriate and inappropriate behavior, helping students know how to act responsibly and respectfully towards others.

#### Protect the Rights of All Students.

By setting out rules, the code helps protect students from discrimination, harassment, bullying, and other forms of misconduct.

#### Encourage Responsibility and Accountability.

It teaches students to take responsibility for their actions and understand the consequences of breaking the rules.

#### Support Academic Integrity.

The code includes guidelines on academic honesty, such as prohibiting cheating or plagiarism, to ensure fairness and integrity in academic work.

By understanding and following the Student Code of Conduct, students can contribute to a positive and productive College experience.

[Read the UNSW College Student Code of Conduct here](#)





### Check Your UNSW Student Email Daily

UNSW and UNSW College communicate with students via email. Official communication with students will always be via their UNSW student email account. UNSW College will use the student's official zID email address to contact them.

**It is the student's responsibility to check their official UNSW student email account regularly for important information. Ignorance is no excuse if relevant information and details have been sent to them by email, or handed out at lectures or on the website.**

### Update Your Student Portal

You must keep your details up to date in the Student Portal (add this hyperlink: <https://portal.unswcollege.edu.au/>), and ensure your Australian contact details such as your Australian phone number and address

are correct. If at any point there are changes to these details, you must update it in the portal. This is a condition of your student visa. Moreover, you must

list at least one person as your emergency contact so we know who to reach in cases of emergencies.

### Attend All Scheduled Classes

It is a condition of students' enrolment that they attend all scheduled classes, except where there is a legitimate and acceptable reason for non-attendance e.g., illness supported by a Doctor's Certificate (see Section 2 Chapter 20). Overseas students whose attendance regularly falls below 90% (even with Doctor's Certificates) **may be reported** to the Department of Home Affairs.

### Missing Classes – Explanation of Absence

If students miss between 1 – 5 days of classes, they must complete an Explanation of Absence Form while informing their teacher. The form is located on the Forms page of the Current Students Website: <https://my.unswcollege.edu.au/forms>

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 a health service provider from AHPRA registered practitioners. Back-dated medical certificates will not be accepted. A copy of the Compassionate and Compelling Circumstances Policy can be found on UNSW College's website under 'Policies': <https://www.unswcollege.edu.au/about/policies>.

By submitting this form, a student's attendance record will not be adjusted. However, these forms will be taken into consideration if the attendance falls below 80% and the College is required to issue a notification of 'Intention to Report' to the government.

### Extended Absence – Leave of Absence

If students miss more than 5 days of classes, they must complete a Leave of Absence Form located on the Forms page of the Current Students Website: <https://my.unswcollege.edu.au/forms> 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 a health service provider from AHPRA registered practitioners. Back-dated medical certificates will not be accepted. A copy of the Compassionate and Compelling Circumstances Policy can be found on UNSW College's website under 'Policies': <https://www.unswcollege.edu.au/about/policies>. This form must be submitted for approval from the Head of Programs or Academic Head.

### Maintain Satisfactory Academic Progress

Students must maintain Satisfactory Academic Progress (see Section 11). Overseas students who fail to meet their visa conditions relating to attendance and Satisfactory Academic Progress must be reported to the Department of Home Affairs.

### Speak English in Classes

Foundation Studies has a "Speak English in Classes" rule. This is not only to ensure success in the student's pathway to University but also to enable all students and their teachers to be included in class discussions.

### Managing Own Conduct and Behaviour

Students are responsible for managing their own conduct and behaviour, and for knowing the rules concerning assessment, academic misconduct and

student misconduct (see Section 12).

### Pay Your Fees

Students must pay all due fees as specified in their 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 due in respect of their enrolment in the Foundation Studies program. Responsibility cannot be transferred to another party unless an approved scholarship or other payment arrangements have been agreed to by Foundation Studies. Failure to pay all due fees may result in their enrolment being cancelled.

### Academic Guidance and Early Interventions

A student who is at risk of not meeting the academic expectations of Foundation Studies programs will in some cases receive a written warning and/or be given notification of a formal interview with a Student Progress Adviser from the Student Progress Team regarding their poor progress.

It is expected that Foundation Studies students will accept the offers of assistance and advice as provided via early "at-risk" interventions, and during interviews at the end of the formal examination periods and as provided by Foundation Studies staff throughout the program.

### Compliance with UNSW Foundation Studies Policies

On acceptance of an offer to study in Foundation Studies, all students agree to abide by the UNSW College Foundation Studies policies, procedures and guidelines as published on the website <https://www.unswcollege.edu.au/about/policies> and as contained in this Student Handbook. It is therefore expected that all Foundation Studies students have read and agree with all Foundation Studies policies, procedures and guidelines. Further, it is expected that all Foundation Studies students will seek clarification if they are unsure about any Foundation Studies policies, procedures or guidelines.

## Assessment Regulations

### Rules for Examinations and Formal Assessment Tasks\*

\* In this document the full term "examinations and formal assessment tasks" is abbreviated to "examinations"

Important Information about Exams Information can be found on the Current Students Website:

<https://my.unswcollege.edu.au/student-support/exams-important-information>

#### Examinations in all courses 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 seats 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 are 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. All exam booklets and papers must be returned to the examiners. No exam booklets or papers may be removed from the exam room.

11. 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.
12. 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.

#### 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. The 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 Foundation Studies approved calculator which was provided to them at orientation. 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 Foundation Studies Academic Misconduct Committee.

For the following sections:

- Failure to Attend Exams
- Failure to Complete Assessment Tasks
- Fit to Sit/Applying for Special Consideration due to Illness or Misadventure

We strongly recommend that all student read the [Student Guide to Special Consideration](#). The student guide to special consideration will ensure that students know what is expected of them, should they fail to attend an exam due to illness or misadventure, fail to complete assessment tasks on time, or be unable to sit an exam.

The link will take you to the Forms page of the Current Students Website:

<https://my.unswcollege.edu.au/forms>. To complete the Request for Special Consideration Due to Illness or Misadventure Form, please select the section titled Academic and Exams Forms.

#### Failure to Attend Examinations

If a student is absent from an examination, they must apply for Special Consideration must be submitted within 3 working days of the exam due date (refer to dates in Moodle or the course outline). The form can be found on the page here:

<https://my.unswcollege.edu.au/forms>.

Students should include all official documentation recognised as Compassionate or Compelling evidence to support their request, e.g., medical certificates from a health service provider from AHPRA registered practitioners.

All supporting documentation must be in English or translated into English by a certified translator. Backdated medical certificates will not be accepted. The Student Guide to Special Consideration can also be found on the page:

<https://my.unswcollege.edu.au/student-support/student-guide-to-special-consideration>

#### Failure to Complete Assessment Tasks

Failure to complete, or to make a serious attempt at any formal assessment task, may result in an Unsatisfactory-Failure grade, irrespective of marks awarded in other assessment components of a course. This rule applies to all assessment components including laboratory work, studio work, projects, assignments, presentations, essays and examinations. Failure to satisfactorily complete, or to make a serious attempt at any assessment component of the program may result in No Award of the Foundation Studies Certificate.

#### Fit to Sit/Applying for Special Consideration due to Illness or Misadventure

Students are responsible for deciding before an assessment start time whether they are unwell, or facing significant circumstances which will impact their performance in that assessment or exam.

- By sitting the exam or accessing a timed assessment (eg final exam/quiz) on the scheduled assessment date, you are declaring that you are fit to do so and therefore cannot later apply for Special Consideration.

- Sitting or accessing an assessment task on the scheduled assessment date, after applying for special consideration, renders the special consideration application void.
- A student who becomes unwell during an examination can request Special Consideration if they stop working on the examination, notify the Examination Supervisor immediately and provide a medical certificate dated within 24 hours of the examination.
- Exceptions will be dealt with on a case-by-case basis where it is clear that a student was unfit to make reasonable judgement on their fitness to undertake the assessment, due to mental illness or other extenuating circumstances.

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 of the Current Students Website:

<https://my.unswcollege.edu.au/forms>

Again, the application should be made three days 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 their 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 Compassionate and Compelling Circumstances 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 is 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, students may be required to attend and perform satisfactorily in an oral test in the course 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. Supplementary examination details and request outcomes will be notified to students via the school email. It is the student's responsibility to check their school email account regularly to avoid missing the details of the supplementary examination. Students should contact the UNSW College Student Enquiries as soon as possible but within three working days to submit the application.
3. Any supplementary examination will usually take place within or soon after the advertised examination period. It is the student's 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 for 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 10 calendar days of the publication date of the Statement of Final Results. To make an application, students should use the Calculation Check of Final Exam Marks Form located on the Forms page of the Current Students Website:

<https://my.unswcollege.edu.au/forms>

#### 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 that are completed after the first term. Students can only request a review of results (including Term 1 subjects only) at the end of their Foundation Studies Program.

### Education Adjustments

<https://my.unswcollege.edu.au/student-support/equitable-learning-services/>

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

# Satisfactory Academic Progress

UNSW College Student Progress Team, together with teachers, monitor student academic progress using a range of formal and informal measures. These measures include:

1. Diagnostic tests in Mathematics and English
2. Performance in formal examinations
3. Performance in other assessment tasks
4. Tutorial performance as observed by the classroom teacher

These measures of student academic performance guide decisions on whether and when academic intervention is necessary. Students are encouraged to seek advice as early as possible and actively participate in interventions to maximise their opportunity to achieve satisfactory course progress.

## Unsatisfactory Academic Progress

International students who fail to meet their visa conditions relating to satisfactory course progress will be notified in writing of the intention of UNSW College to report them to the Department of Home Affairs (DHA). The student has 20 working days from the date of the notification within which to access the UNSW College complaints and appeals process. A student will have their enrolment cancelled if they are reported to DHA for unsatisfactory course progress.

Australian Citizens and Permanent Residents with unsatisfactory attendance and/or fail to achieve satisfactory course progress may have their Foundation Studies enrolment cancelled.

## Performance Improvement Plan

Students are responsible for participating in learning activities, completing coursework and submitting assessments. The following actions have been successfully used by students to improve their academic performance:

- Prepare thoroughly for classes and commit to regular revision
- Seek advice and assistance from their classroom teacher when needed.
- Attend weekly **Course Consultations** to receive assistance with coursework.
- Participate in **Study Club** to further develop academic, study and communication skills.
- Attend workshops and consultations offered by the Student Progress Team.
- Students can join the **Conversation Club** to improve their confidence in communicating in English.

Students should keep a personal record of performance improvement activities they complete so they can reflect on what has worked for them. This record will also provide evidence that the student has actively participated in the recommended support and academic interventions.



## ACADEMIC INTERVENTIONS

### 1. Early Intervention

In response to diagnostic tests in Mathematics and English.

Diagnostic tests in Mathematics and English examine elementary literacies and basic course knowledge required for successful completion of the course.

Students who score below a minimum score on these diagnostic tests are issued with a letter advising them of ways to improve their performance in the relevant course. A copy of the letter is placed in the student's file.

Recommended student actions include:

- Commitment to thorough preparation and regular revision
- Attendance at weekly Course Consultations or Workshops
- Participation in Study Club

### 2. Informal Interventions

In response to coursework and participation in class activities.

Academic staff may determine that a student's performance does not meet expectations as measured by performance on coursework tasks, formative assessments or as measured by the teacher in classroom interactions with the student.

This case-by-case analysis will usually result in an informal (written or verbal) recommendation for a student to implement one or more of the performance improvement actions such as regularly attending course consultations to receive personalised help from course experts.

### 3. Formal Interventions

In response to performance in Term and/or Final Assessment.

After the publication of assessment results for each term, or mid-term assessment in the case of the Transition Program, students who receive more than two Fail (F) and/or Unsatisfactory Fail (UF) grades will be considered at risk of failing to achieve Satisfactory Course Progress.

The student will be sent a letter via their UNSW College email address notifying them that they are "At Risk of Failing to Achieve Satisfactory Course Progress".

This letter will recommend that the student implements a Performance Improvement Plan, invites the student to discuss their progress with Student Support and academic staff, and outlines the student's visa obligations regarding academic performance. A student may be advised to repeat all or part of the program or transfer to a different program that is more suited to their capability. A copy of this letter is placed in the student's file.

## Formal Academic Interventions

Assessment Results	Intervention
Academic English results < C	Enrolled in a consultation program and notified of this by letter. A copy of the letter will be placed in the student's file.
3 or more Fail grades (F or UF)	<p>Formal notification letter</p> <ul style="list-style-type: none"> <li>• 'At-risk of Failing to Achieve Satisfactory Course Progress'</li> <li>• Agreed Performance Improvement Plan</li> <li>• Advised to Repeat or Transfer program</li> </ul>
GPA > 5.0	Intervention from a Student Progress Adviser.
GPA 4 – GPA 5	Intervention from a Student Progress Adviser.
GPA < 4	Interview with Student Progress Adviser.

## Monitoring Course Progress Foundation Studies

Any student who receives more than two Fail (F) and/or Unsatisfactory Fail (UF) course grades, or a GPA <4, at any Two-Term or Mid-Term assessment periods, or based on their final course grades at the end of the program, will be issued with an Intention to Report to DHA.

**Trigger:** Weak performance in diagnostic tests and/or assessment tasks

### FIRST ADVICE, MONITORING AND INTERVENTIONS

Informal contact by staff, academic advice and/or counselling

**Trigger:** Weak Results for Term Assessment  
2 or more Fail grades (F or UF) and/or GPA <4

### AT RISK NOTICE

- Formal notification by letter "At Risk of Failing to Achieve Satisfactory Course Progress"
- Contact and counselling – keep records
- Student advised to implement Performance Improvement Plan<sup>A</sup>
- Refer to UNSW College Policies and visa requirements
- For answers to questions about their visa, the student should contact DHA

**Trigger:** Weak Assessment Results in subsequent Term or Final Assessment

### INTENTION TO REPORT / CANCELLATION NOTICE

- Formal notification by letter "Intention to Report" for breaching visa conditions in relation to course progress or 'Cancellation of Enrolment' for unsatisfactory course progress
- An Intervention strategy has been implemented and the student has been allowed time for the intervention to run its course
- Strict time limit to access internal complaints and appeals process
  - International student 20 working days
  - Australian Citizens & Permanent Residents 10 working days

**Trigger:** No or Unsuccessful Appeal

### REPORT to DHA (International Students) CANCELLATION NOTICE (Australian Citizens and PRs)

## 1. Introduction

You are reminded that the University and UNSW College regard academic misconduct as a very serious matter. Students found guilty of serious academic misconduct can be excluded from the program. Students who are excluded will not be issued with a Statement of Results or certificate. No portion of the fees will be refunded.

## 2. Academic Misconduct

What constitutes academic misconduct and the possible penalties that can be imposed on UNSW College English Programs students found guilty of academic misconduct can be found in UNSW College's Student Misconduct Policy. The Academic Integrity Policy and the Student Misconduct Policy can be found on UNSW College's website under 'Policies':

<https://www.unswcollege.edu.au/about/policies>.

### Examples of Misconduct Concerning Examinations:

- Unauthorised use of AI tools.
- Taking unauthorised materials into an examination.
- Impersonation in examinations.
- Permitting another student to copy answers in an examination.
- Exchanging notes between students in an examination.
- Improperly obtaining prior knowledge of an examination paper and using that knowledge in the examination.
- Removing an examination paper from an examination room when it is specified that the paper is not to be retained by the student.

### Examples of Misconduct Concerning Academic Works

- The unauthorised use of AI tools.
- Failing to acknowledge the source of material in an assignment.
- Quoting without the use of quotation marks even if the source is acknowledged.
- The unauthorised use of AI tools
- Plagiarism.
- Submitting work for assessment knowing it to be the work of another person.
- Defacing, altering, or interfering with the academic works of other students.

### Misconduct through Misrepresentation

- Submitting a falsified medical certificate.
- Submitting a falsified academic transcript.
- Misuse of electronic attendance system.

Two instances of academic misconduct – plagiarism and cheating in exams – are discussed in further detail below in Section 2.1

### 2.1 Specific Examples of Academic Misconduct

The following are two examples of academic misconduct that have been detected frequently in recent years. Penalties imposed on students found guilty of misconduct in these areas have included failure in the subject and exclusion from the University for periods as long as five years.

### Plagiarism and Failure to Acknowledge Sources

Plagiarism involves using the work of another person and presenting it as one's own. Acts of plagiarism include copying parts of a document without acknowledging and providing the source for each quotation or piece of borrowed material. These rules against plagiarism apply whatever the source of the work relied upon may be, whether printed, stored on a compact disc or other medium, found on the World Wide Web or Internet.

Similarly, using or extracting another person's concepts, experimental results, or conclusions, summarising another person's work or, where there is collaborative preparatory work, submitting substantially the same final version of any material as another student constitutes plagiarism. It is your responsibility to make sure you acknowledge within your writing where you have "sourced" the information, ideas, and facts etc.

The basic principles are that you should not attempt to pass off the work of another person as your own, and it should be possible for a reader to check the information and ideas that you have used by going to the original source material.

Acknowledgement should be sufficiently accurate to enable the source to be located speedily. If you are unsure whether, or how, to make an acknowledgement you should consult your lecturer or tutor.

The following are some examples of breaches of these principles:

1. Quotation without the use of quotation marks. It is a serious breach of these rules to quote another's work without using quotation marks, even if one then refers to the quoted source. The fact that it is quoted must be acknowledged in your work.
2. Significant paraphrasing, e.g., several sentences, or one very important sentence, which in wording are very similar to the source. This applies even if the source is mentioned, unless there is also due acknowledgement of the fact that the source has been paraphrased.
3. Unacknowledged use of information or

ideas unless such information or ideas are commonplace.

4. Citing sources (e.g., texts) which you have not read, without acknowledging the 'secondary' source from which knowledge of them has been obtained.

These principles apply to both text and footnotes of sources. They also apply to sources such as teaching materials, and to any work by any student (including the student submitting the work) which has been or will be otherwise submitted for assessment. You must obtain the prior approval of your lecturer or tutor if you wish to submit to that lecturer or tutor an essay substantially similar to one which has already been, or will be, submitted to another lecturer or tutor. Using the principles mentioned above about proper acknowledgement, you should also proceed on the general assumption that any work to be submitted for assessment should in fact be your own work. It ought not be the result of collaboration with others unless your teacher gives clear indication that, for that assignment, joint work or collaborative work is acceptable.

In this latter situation, you should specify the nature and extent of the collaboration and the identity of your co-workers. Students should note that essays and written assignments may be tested for a match, i.e., source documents on the Internet

### Unauthorised Materials in Exams

The possession of unauthorised materials in exams is another common example of academic misconduct. The University's rules for the conduct relating to examinations state that no materials are to be brought into the examination room other than those specified in the examination timetable.

The following are examples of materials which would be regarded as unauthorised:

1. A bag, writing paper, blotting paper, manuscript, or book, other than the specified material.
2. A mobile phone unless it is switched off and placed under the candidate's seat for the duration of the examination.
3. Written or printed notes of any kind or size.



4. Writing on the hand or any other part of the body.
5. Writing on a ruler or any other instrument.

It does not matter whether or not the notes or writing are related to the exam. It does not matter that the notes are inside your pocket. It also does not matter that writing on the body is illegible. It is academic misconduct simply to be in possession of such notes and writing, or to have writing on your body, in the first place.

There are simple steps that you can take to ensure you do not infringe the University's rules for examinations.

- Read the examination timetable carefully and make sure you fully understand what materials are permitted in the exam.
- Place all bags and belongings outside or at the front of the room before the exam commences.
- Check your pockets and any writing materials allowed into the exam to ensure that you do not have any notes in your possession.
- Listen carefully to the instructions given to you by the examination supervisor. Ask for assistance if you have any questions about the rules and arrangements for the examination.
- Surrender any unauthorised notes or other materials before the exam begins: if you are found with these after the exam commences you will have broken the examination rules.

### 3. Student Misconduct

#### 3.1 University Rules and Codes of Conduct

The UNSW College Student Code of Conduct applies to all UNSW College Academic English Programs students. What constitutes student misconduct and the possible penalties that can be imposed on UNSW College English Programs students found guilty of student misconduct can be found in UNSW College's Student Misconduct Policy. A copy of the policy can be found on UNSW College's website under <https://www.unswcollege.edu.au/about/policies>

### Further Examples of Academic Misconduct

Academic Misconduct	Definitions and Examples
<b>Copying</b>	<p>Submitting work for assessment or publication that is not one's own. Plagiarism includes:</p> <ul style="list-style-type: none"> <li>• Directly copying any materials from electronic or print resources without acknowledging the original source of the work and/or using quotation marks to indicate a direct quote.</li> <li>• Closely paraphrasing sentences or whole paragraphs without referencing the original source of the work.</li> <li>• Using the ideas and concepts of another person or large language model (LLM) (e.g., ChatGPT) without acknowledging and citing the original work of the person or LLM.</li> </ul>
<b>Recycling (self-plagiarism)</b>	<p>Submitting prior assessed work or building on a previous submission from a course. Examples that do not constitute recycling include:</p> <ul style="list-style-type: none"> <li>• Permission from a teacher to submit prior work, with a condition to acknowledge the extent and nature of the work used.</li> <li>• The submission of appropriate references from prior research used for a student's research thesis or publication.</li> </ul>
<b>Fabrication or Falsification</b>	<p>The intentional act to misrepresent academic work. Fabrication and falsification can include:</p> <ul style="list-style-type: none"> <li>• Making up information for an assessment such as experimental or interview data.</li> <li>• Inventing sources of data, evidence, or ideas by citing publications that are irrelevant or do not exist.</li> <li>• Making false declarations about attendance, participation and/or assessment items to meet course requirements.</li> <li>• Misrepresentation through documentation. This consists of an intentional act to alter or fabricate a document to obtain an advantage in assessment or benefit enrolment. For example, a student falsifying a medical certificate to receive an academic concession.</li> </ul>
<b>Collusion</b>	<p>Engaging in illegitimate, unauthorised collaboration with other students to complete an assessment task. Collusion can involve:</p> <ul style="list-style-type: none"> <li>• Working with another student to produce an assessment task, without receiving authorisation from a teacher, course outline or assessment guide.</li> <li>• Submitting assessment work with the knowledge that other students contributed to an assessment or parts of an assessment, without receiving prior permission to engage in collaborative work.</li> <li>• Submitting work that is the same, or similar to other students work for the same assessment task. Except where written authorisation from a teacher is clearly recorded in a course outline or assessment guide.</li> </ul>

<b>Cheating in Examinations</b>	Engaging in dishonest practice or breaching examination rules set by the College in or during an examination. This can include: <ul style="list-style-type: none"> <li>Writing notes on one's body or taking non-authorised examination materials (unapproved calculators or textbooks) into an exam room.</li> <li>Copying information from other students and/or communicating with other students or people (except for an authorised exam invigilator) outside an exam room.</li> <li>Using electronic devices to access information related to an exam while the exam is in progress.</li> <li>Completing an examination without an invigilator.</li> </ul>
<b>Contract cheating</b>	Involves outsourcing a whole assessment, or part of an assessment, to a third party for a fee, no payment, other remuneration or benefit. This practice can include: <ul style="list-style-type: none"> <li>Submitting an assessment item produced wholly or in part by a commercial service.</li> <li>Submitting an assessment item that was produced wholly or in part by another person.</li> <li>Submitting an assessment item that was produced or modified wholly, or in part, by an artificial intelligence tool, algorithm, or computer generator where such actions are not authorised in the guidelines for assessment.</li> <li>Promoting the use of a commercial service to other students to create assessment solutions.</li> <li>Engaging in file-sharing of learning and teaching materials, including sharing intellectual property of UNSW College.</li> </ul>
<b>Impersonation</b>	A form of outsourcing assessment and represents a breach of academic integrity. Impersonation involves a third party undertaking an examination or other assessment on behalf of a student.
<b>Bribery</b>	Can consist of two (2) forms: 1) offering bribes or inducements to gain an academic advantage and 2) accepting bribes or inducement to give an academic advantage.
<b>Inappropriate use of Artificial Intelligence</b>	Involves using, generating, and communicating information that is processed by machines or computer systems for the completion of assessment in an unethical, dishonest, and irresponsible manner.

### Roles, Responsibilities and Processes

Maintaining academic integrity is the responsibility of all UNSW College students. Students must understand the requirements of academic integrity and promote a culture of academic integrity among their fellow students. To find out more about academic integrity, including information about academic penalties, please read the College [Academic Integrity Policy](#) and [Academic Integrity Procedure](#).

### Getting Started at UNSW Library

Use your UNSW student ID card:

- to borrow
- to print or copy in the Library

Using zID and zID password:

- to access online resources
- to make room bookings
- to use Library computers

Students can log in to [MyLibrary](#) with their zID and zID password to check loans and due dates, renew loans, track their reservations and manage their room bookings. This also ensures full access to the Library's online resources.

Students should check their email regularly for messages from the Library.

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 [library.unsw.edu.au](#) for details of opening hours.

### Online Resources

So that students get the most out of their studies, 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 [MyLibrary](#) with your zID and zID password for full access.

[UNSW Library Course 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. As a Foundation Studies student, it is important to work through ELISE as you learn about:

- finding and evaluating information
- the academic writing process and plagiarism and how to avoid it

### Getting help

Ask a question [online](#) or visit us at a Help Zone in the:

- Main Library ([Map Ref F21](#) Kensington campus)
- Law Library ([Map Ref F8](#) Kensington campus)
- Paddington Library ([Block A](#), Paddington Campus)

## Submission of Assignments & Projects

Students should refer to the College's Assessment Policy for all information regarding assessments: <https://www.unswcollege.edu.au/about/policies>.

### Assignment and Project Policy

1. Assignments, essays and projects may have a cover sheet specific to each course which will be supplied by the students' teacher. The cover sheet may include:
  - Student identification number
  - Tutorial group
  - Name of tutor
  - Assignment title
  - Due date
  - Number of words
  - A declaration/signature acknowledging source material and verifying that the assignment is the student's own work.
2. Students must retain a copy of each assignment.
3. Projects and assignments developed for assessment in one course are not to be used either in full or in part for assessment in any other course.
4. Students may be charged with academic misconduct if they submit a formal assessment

task or project knowing it to be their own work 'self-plagiarism' or the work of another person, unless the work done has been documented and justified, or is required to be done by an expert.

### Late Assignment and Project Policy

Marks may be deducted at the rate of 10% of the total mark available for each day late up to 10 working days. *Normal Illness/Misadventure Affecting Assessment* procedures will apply.

Extensions of time for submission of assignments and projects may be granted only in the most unusual circumstances and must be applied before the due date. Requests for extensions received after the due date of assignments, will not be accepted.



## Practical Assessment in Design

### Rules and Procedures for Studio and Design Studies Assessments

#### General Information

- All students must attend all design classes throughout the program and be present at the scheduled commencement time for each class.
- In addition to working during Studio classes, it is expected that students will also work independently on the projects outside Studio, in their own time (minimum of 6 hours per week). This applies to the Term 2 Design Studies project.
- For Design Studio and Term 2 Design studies, all students must upload their creative work into the digital workbook at least one hour before commencement of class for the teacher to check the work in advance. Students must be prepared (including having materials ready) each week to continue working on projects through class time.
- Students are to check the Student Material List which is on Moodle in Course Overview and ensure they have the correct model-making equipment at the beginning of the course. Note, Design Skills videos on Moodle discuss materials and equipment in more detail.

### Submission of Design Studio and Design Studies Projects

- There are four assessable projects (two studio projects in Term One, one studio project in Term Two and one Design Studies project in Term 2) that need to be executed throughout the program and submitted through the Assessment area in Moodle. Further information is in the learning guides and will be provided during classes in the weeks preceding the due submission date for each project.
- All projects must be submitted on the due date, at the scheduled commencement time of the class. If there is a valid issue that means a student is unable to submit on time, this needs to be discussed with the teacher in advance.

- Students may be charged with academic misconduct if they submit a project knowing it to be wholly or partially the work or the ideas of another person.

### Failure to Submit Completed Design Projects on Time

- If students are late submitting work, they must lodge a Request for Special Consideration Due to Illness or Misadventure within three days, providing a reason for their lateness or absence.
- **Lateness or failure to submit work at the specified time, on the due date if the deadline is missed is likely to result in zero marks or a UF grade being given.**
- It is the responsibility of the student to contact the Design Co-ordinator within three days of the deadline regarding submission of the work. Failure to do this will result in a zero mark being awarded.
- Students are advised that the lodging of an application for consideration of illness/misadventure does **not** guarantee that their reason will be accepted as valid.

As a UNSW College 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 of 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		Optional
	Required	Laptop with stylus or Laptop with separate tablet	
Simple web-based tasks	●	●	●
Short writing tasks	●	●	●
Writing tasks	●	●	●
Handwriting and sketching	●	●	●
Longer writing tasks	●	●	●
Complex or specialised tasks	●	●	●
Online exams	●	●	●

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](mailto:enquiries@unswcollege.edu.au) for details.

## IT Support at the College

Should students require any IT support throughout the duration of their program, they can email [helpdesk@unswcollege.edu.au](mailto:helpdesk@unswcollege.edu.au) or visit the IT Helpdesk in-person at Room G05 on Ground Floor of the UNSW College L5 Building.



## Release of Academic Results

### Release of Academic Results

<https://my.unswcollege.edu.au/student-support/getting-your-official-academic-documents-transcripts/>

Foundation Studies Programs use [My eQuals](#) to issue academic transcripts and academic credentials to students.

*My eQuals is used by universities throughout Australia and New Zealand, and is accepted internationally. It allows students to securely share their documents online with anyone, including employers and other universities by providing a link (and password) so they can view a verified copy of the academic documents online.*

If you prefer not to receive your documents via My eQuals and would like printed copies instead, this can be arranged. Please note that processing will take 3-8 weeks, depending on the delivery location. To opt out, you will need to send us an email to [Enquiries@unswcollege.edu.au](mailto:Enquiries@unswcollege.edu.au) to confirm it in writing and complete the Request for Official Document Form (you can find the form on the page [here](#)) before your results are released to advise that you want printed copies of your results, instead of using My eQuals. We will process your request once we receive your form by email and you will get a confirmation email once your printed results have been posted to your nominated address.

### Warnings on Applying directly to Universities or Using Agents!

- Please be aware that all Australian universities verify individual student performance in Foundation Studies.
- Do not attempt to falsify academic results or gain admission to university by fraudulent means. Any fraud or misrepresentation will be reported to the Police and to the Department of Home Affairs (DHA) which controls immigration and student visas. Serious penalties apply, including cancellation of student visas and deportation from Australia.
- Do not seek the services of agents, or pay fees to anyone who claims they can get you into a university program for which you are clearly not qualified. If a student's marks are not high enough they cannot pay a fee to anyone to gain admittance into a university program.

## Withdrawal & Refund of Fees

### Withdrawal and Refund of Fees

The Foundation Studies Student Fees Policy and the Student Refund Policy set out the amount of any refund due in circumstances where you withdraw from a program or transfer to another Program. A copy of the Student Fees Policy and the Student Refund Policy can be found on the UNSW College website under 'Policies' <https://www.unswcollege.edu.au/about/policies>

If you have specific questions about this topic, we strongly recommend that you contact the UNSW College Enrolment Team for further information: [enrolments@unswcollege.edu.au](mailto:enrolments@unswcollege.edu.au)

## Attendance Monitoring

The UNSW College Attendance Monitoring Policy provides information to students regarding attendance requirements, and is available to view on UNSW College's website under 'Policies': <https://www.unswcollege.edu.au/about/policies>.

1. Students are expected to attend all classes.
2. Attendance is a requirement to maintain a student visa. Any absence must be explained:
  - For 1-5 days absence, an Explanation of Absence Form should be submitted.
  - For more than 5 days absence, a Leave of Absence Form should be submitted.

Forms are located on the Forms page of the Current Students Website: <https://my.unswcollege.edu.au/forms>

**Note:** Local medical certificate from a AHPRA registered provider must be supplied.

3. Electronic class rolls are marked and regular formal attendance checks are conducted during the program. Consistent lateness to class is also taken into consideration when determining attendance levels. Absences and extent of lateness are recorded and included in the

calculation of attendance whether or not medical certificates are provided by way of explanation.

4. 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 senior academic staff member.
5. Students can check their attendance on the Student Portal.

### Unsatisfactory Attendance

1. The requirement for maintaining Satisfactory Attendance applies to all students in Foundation Studies programs, including Australian Citizens and Permanent Residents of Australia. This policy is also consistent with the requirements for student visas issued by the DHA.
2. **The requirement for Satisfactory Attendance is that a student must attend at least 80% of scheduled contact hours (with or without medical certificates), for the program.**
3. The purpose of determining whether a student is maintaining Satisfactory Attendance is to alert students, teachers and Student Wellbeing Advisers as early as possible to any problems that may prevent the student from satisfactorily completing the Program. With early intervention, the more serious consequences of a student's continued poor attendance may be prevented.
4. Students who have attendance of **less than 85%** or students who have been **absent for more than five consecutive days** without approval, will be considered at risk of not being able to achieve Satisfactory Attendance and will be formally notified via an email to your official Foundation Studies email address. A copy of this notification will be placed on the student's file.
5. Warning and counselling will be provided for students considered at risk of not being able to achieve Satisfactory Attendance. Where possible the Student Wellbeing Advisers will interview and counsel all students deemed to be at risk.
6. Students who are no longer able to achieve 80%

attendance for the program will be considered to have failed to achieve Satisfactory Attendance.

**Overseas students who fail to meet their visa conditions relating to attendance will be notified in writing via your official Foundation Studies email address, of the intention to report the student to the Department of Home Affairs.**

**This written notice will inform the student that they can access the Foundation Studies complaints and appeals process and have 20 working days in which to do so. All students on an International student visa who are reported to DHA for unsatisfactory attendance may have their enrolment cancelled. Australian Citizens and Permanent Residents of Australia who fail to achieve Satisfactory Attendance may also have their enrolment in a Foundation Studies Program cancelled.**



## 21 Change of Stream/ Class Requests

### Change of Stream Requests

Students may submit a Request to Change Class or Stream of Study Form – After Starting Course within the first few weeks of their program commencement.

A copy of the Request to Change Class or Stream of Study Form – After Starting Course can be located on the Forms page of the Current Student Website: <https://my.unswcollege.edu.au/forms>

The form must be submitted by the following deadlines in order to be considered:

#### Standard Plus/Transition:

Friday of Week 1 (First Term)

#### Standard:

Friday of Week 1 (First Term)

All forms are to be emailed to [enrolments@unswcollege.edu.au](mailto:enrolments@unswcollege.edu.au) for processing.

Students are expected to remain in their current stream and class until they have been notified that their request has been approved.

### Change of Class Requests

Students may submit a Request to Change Class or Stream of Study Form – After Starting Course at any time during their program.

A copy of the Request to Change Class or Stream of Study Form – After Starting Course can be located on the Forms page of the Current Student Website: <https://my.unswcollege.edu.au/forms>

All Change of Class request forms are to be emailed to [EDU\\_AcademicServices@unswcollege.edu.au](mailto:EDU_AcademicServices@unswcollege.edu.au) for processing.

Change of Class requests will only be approved based on Compelling or Compassionate grounds. A copy of the Compassionate and Compelling Circumstances Policy can be found on UNSW College's website under 'Policies': <https://www.unswcollege.edu.au/about/policies>

Students are expected to remain in their original class group until they have been notified that their request has been approved.

## 22 Repeat & Transfer Guidelines

See the advice below to decide whether you qualify to repeat all or part of a Foundation Studies Program.

**Students may not be eligible to repeat a Foundation Studies Program if any of the following conditions apply:**

1. They have poor attendance. (The Department of Home Affairs requires all international students to maintain satisfactory current attendance).
2. They have already repeated or restarted a Foundation Studies program twice.
3. They are in breach of their student visa conditions or Foundation Studies policies.
4. Their final GPA was less than 3.0. In that case, an interview with senior academic staff is required to consider their request to repeat.

**NOTE:** Permission to repeat is conditional on places being available.

#### If I am partway through my program, can I repeat?

Eligible students are normally allowed to repeat/restart a Foundation Program.

#### If I have completed a Foundation Studies Program can I repeat Standard Term 2 only or am I required to repeat the whole program?

Standard & Standard Plus Transition Program	Final GPA 5.0 or less	You will need to repeat the full program.
	Final GPA more than 5.0	You may be able to repeat Standard Term 2 only.
	Final GPA 5.0 or less	You will not be able to repeat Transition. You may be eligible to repeat the full Standard program.
	Final GPA more than 5.0	You may apply to repeat the full Transition program.

### Frequently Asked Questions

#### If poor health or other personal problems affected my study, what can I do?

If health issues or other personal circumstances (e.g. death of an immediate family member) affected your studies you should provide medical documents to support this explanation.

**If you receive a UNSW offer** it is advised that you accept the offer rather than repeat Foundation Studies. If you do well in your first year at UNSW you may be able to apply for an internal transfer. Contact the Faculty for advice.

#### How do I request to repeat?

Complete the 'Request to Repeat' form, available from the Current Students Website using the link here <https://my.unswcollege.edu.au/forms/> or from the Student Enquiries Desk on Level 1 of the UNSW College L5 Building. Each request will be considered on a case-by-case basis.

#### If I repeat, how is my Final GPA calculated?

Full program repeat or start again (transfer)	Your final GPA will include all assessments of the repeated program.
Standard Term 2 Only Repeat	Your final GPA will be based on assessments in the repeated Semester 2 of the program <b>unless</b> your stream has courses only offered in Semester 1; in this case, previous results for these courses will also be included in calculating your Final GPA.

## STANDARD RP2 Subjects and Units of Credit

	Streams		Commerce	Commerce Actuarial	Arts	Design
	Subject	Units				
Grade carried from previous intake	Accounting	4	•	•		
	Essentials of Mathematics	6			•	•
	Academic English Humanities	12	•	•	•	•
	Mathematics S	12		•		
	Mathematics C	10	•			
	Computing for Academic Purposes Standard only	4	•	•	•	
	Computing for Design	6				•
	Economics	10	•	•		
	Business Law Standard term 2 only	4	•	•		
	Management Standard term 2 only	4	•	•	•	
Grade calculated from RP2 Assessment Results	Design	12				•
	International Issues & Perspectives	10			•	
	Culture and Communication	12			•	•
	Total Units		48	50	48	48

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## Student Complaints & Appeals Process

### Complaints

Students should refer to the [Student Grievances and Complaints Policy](#).

UNSW College is committed to delivering a high standard of education and training services 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 handling process. Students can lodge any complaint via the [Complaint Form](#).

The process below demonstrates how complaints and any subsequent appeal related to complaints or College decisions are managed.

#### Stage 1: Informal Complaint Process

You are encouraged to attempt to resolve issues that arise informally, by contacting either the original decision maker, Student Enquiries or a Student Wellbeing Adviser. This should be done as soon as possible after the issues arising.

Examples of informal complaints include:

- Late return of assessment results
- Wrong attendance recorded
- Disagreement over marks
- Customer service feedback
- Teacher quality feedback
- Class and timetabling changes
- Wrong information provided by staff
- Facilities/Wi-Fi complaints
- Wrong Confirmation of Enrolment (CoE) issued
- Complaints about homestay providers
- Complaints about airport pickups

## Appeals

Students should refer to the Student Appeal Policy which can be found on UNSW College's website under 'Policies': <https://www.unswcollege.edu.au/about/policies>.

### Stage 2: Formal Request for Reconsideration

If the Stage 1: Informal Complaint Process does not resolve the complaint, you may begin the Stage 2: Formal Request for Reconsideration.

You can:

1. Use the Student Appeal Form - Stage 2: Request for Formal Consideration to start the appeal process.
2. Find this form on the Forms page of the Current Students Website: <https://my.unswcollege.edu.au/forms>.

We will:

1. Have the Conduct and Integrity Team will review your appeal and respond to you within 5 working days. All Stage 2 appeals aim to be resolved within 10 to 20 working days.

Examples of informal complaints include:

- Incorrect issuing of intention to report
- Refusal to issue a release letter
- Refusal to change stream
- All unresolved informal complaints
- Refusal of repeat request
- Bullying and harassment
- Decision to cancel enrolment
- Refusal to issue a refund
- Refusal to allow leave of absence

### Stage 3: Internal Appeal Process

If you wish to appeal the outcome of a Stage 2: Formal Request for Reconsideration, you may submit a Stage 3: Internal Appeal Form located on the Forms page of the Current Students Website: <https://my.unswcollege.edu.au/forms>. Stage 3 appeals may be received by the UNSW College Appeals Committee.

Stage 3 appeals must provide new supporting evidence, identify lack of procedural fairness, or inconsistent application of College policy or procedure.

You must:

1. Use the Stage 3 Internal Appeal Form if you are appealing an Intention To Report notification.
2. Submit new supporting evidence with your Stage 3 Appeal..

We will:

1. Have the UNSW College Conduct and Integrity Team will acknowledge and review your appeal within 5 working days and aim to provide an outcome within 10 to 20 working days.

### Stage 4: External Appeal Process

Students can choose to appeal externally at any time if they wish. The National Student Ombudsman receives and investigates complaints from higher education students about the actions of their higher education provider. To lodge a complaint or find out more information please visit the [National Student Ombudsman website](#). [National Student Ombudsman - Department of Education](#).

If you commence an external appeal you must alert the College Conduct and Integrity Team and the College Enrolments Team so that your enrolment is maintained throughout your appeal process.

Email: [complaintsandconduct@unswcollege.edu.au](mailto:complaintsandconduct@unswcollege.edu.au) and [enrolments@unswcollege.edu.au](mailto:enrolments@unswcollege.edu.au).

## Section Three

# Student Life, Student Support & Student Safety



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## 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 extracurricular opportunities that are available to all students.

For a look at the events and activities happening at UNSW College, we encourage you to visit the Events and Activities page of the Current Students Website: <https://my.unswcollege.edu.au/events-and-activities>

UNSW has an active student organisation called Arc which all 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 one's 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 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](mailto: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 and also help with running events and activities on campus. 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](mailto: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.

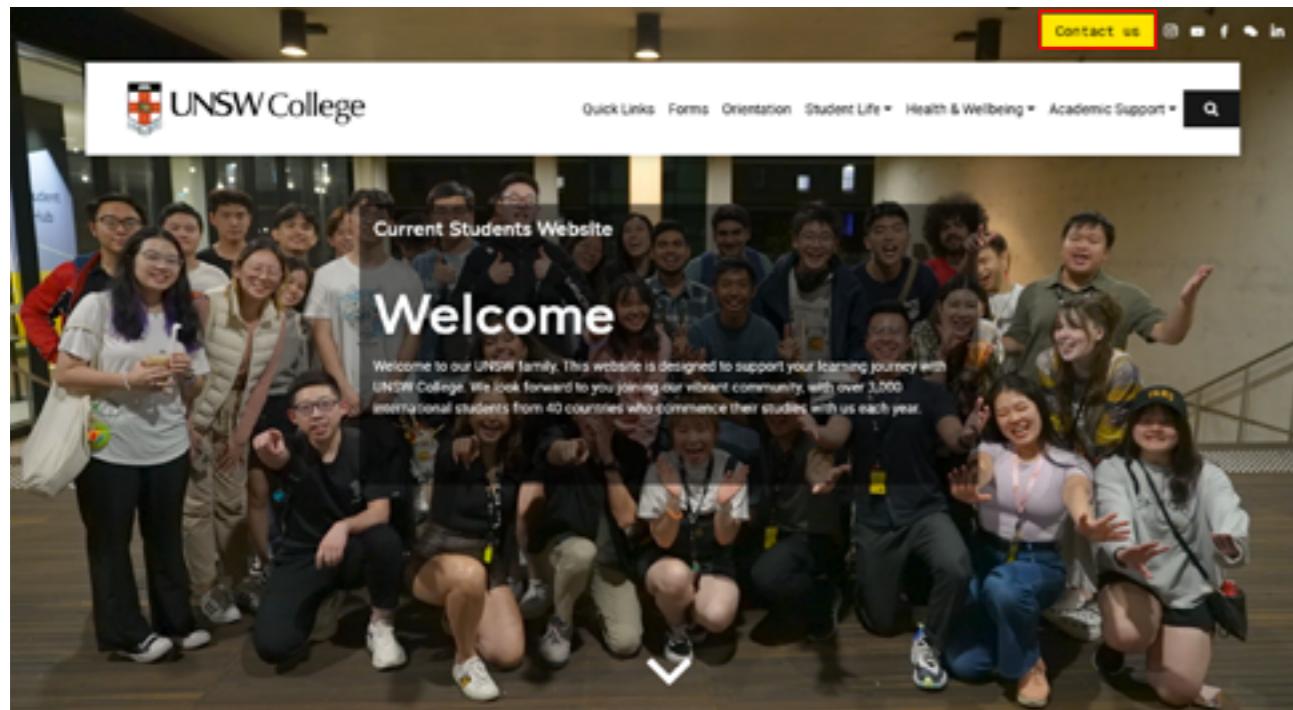
Interested students are encouraged to email their CV and cover letter to [intern@unswcollege.edu.au](mailto:intern@unswcollege.edu.au) to apply for the roles.

## 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 Desk 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](mailto:enquiries@unswcollege.edu.au) or call us on 02 8936 2222 (from within Sydney) or +61 2 8936 2222 (from outside Australia). You can also click the "Contact Us" button on the Current Students Website.

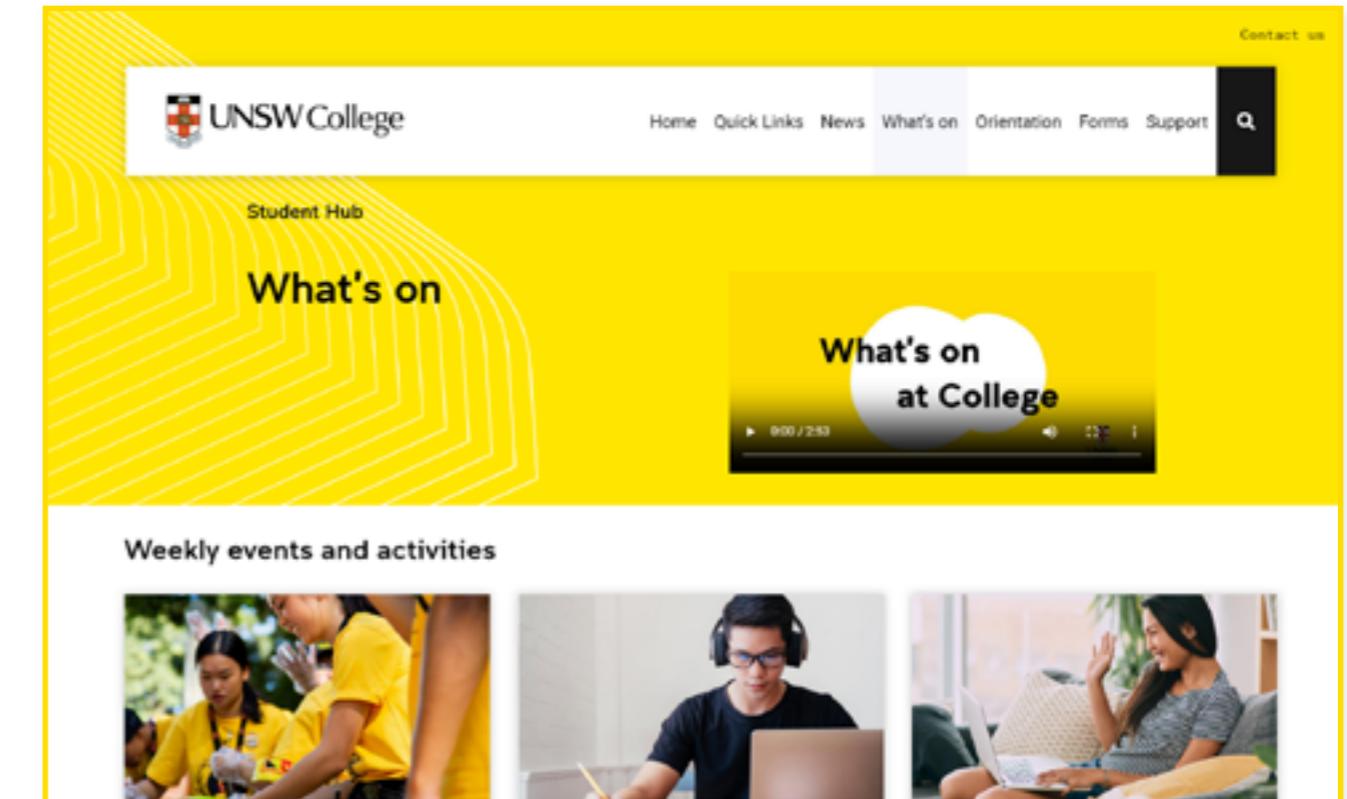


## Student Engagement

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, and Study Club.

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

Make sure to bookmark the Events and Activities page on the Current Students Website: <https://my.unswcollege.edu.au/events-and-activities> to see all fun social events on campus.



### 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 here: <https://outlook.office365.com/owa/calendar/ProgressBookHeretoMeetWithanAcademicAdviser@unswcollege.edu.au/bookings/>. You may wish to meet a Student Progress Adviser to discuss academic support options, program leave, or your degree options when you complete your Academic English Program.

### 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 Study Club. Study Club is a social study space that is open to all UNSW College students who are looking for some academic assistance. Led by Peer Leaders who aced their own subjects with a refined productive routine, you can learn from the best of the best to deepen your understanding of course content, boost comprehension and communication skills, and develop personalised study strategies. You can read more about Study Club and see the days and times it is offered on the Current Students Website: <https://my.unswcollege.edu.au/study-club>.

#### 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.

### 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.

## 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, let us know as soon as possible by contacting the Equitable Learning Support Team at [els@unswcollege.edu.au](mailto:els@unswcollege.edu.au).

### 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 choose not to share this information with UNSW College, we will not be able to put in place an Equitable Learning Plan 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

### If I want to apply for Equitable Learning Plan, when should I do this?

If you require individualised support due to disability it is best to advise UNSW College as soon as you accepted your offer or within the first week of your enrolment. Applying early means you can have all necessary supports put in place from the very beginning of your program.

### 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 with preparation for necessary adjustments.



## 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 team of friendly Accommodation Officers 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 an Accommodation Officer here:  
[https://outlook.office365.com/owa/calendar/](https://outlook.office365.com/owa/calendar/AccommodationSupportAppointmentBookingPage@unswcollege.edu.au/bookings/)  
[AccommodationSupportAppointmentBookingPage@unswcollege.edu.au/bookings/](https://outlook.office365.com/owa/calendar/AccommodationSupportAppointmentBookingPage@unswcollege.edu.au/bookings/)

## Under 18 Students

If you are under 18 years old, 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 the 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](mailto: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:

Under 18 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:

Under 18 students who remain under 18 at the commencement of their 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 is On Call so comprehensive support can be provided to the student in need.

### Liaising with Parents:

Student Wellbeing Advisers will liaise with your parents regarding 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: [under18@unswcollege.edu.au](mailto:under18@unswcollege.edu.au)

### Are there any specific rules Under 18 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 Under 18 Students rules, please visit this website:**

<https://my.unswcollege.edu.au/support-category/under-18-students/>



## 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](mailto:student.support@unswcollege.edu.au).

UNSW College Contacts:			
Name of Service	Contact Details	Use this Service for:	Opening Hours
Student Enquiries	<a href="mailto:enquiries@unswcollege.edu.au">enquiries@unswcollege.edu.au</a> or Phone: 02 8936 2222	General enquiries	9:00am - 5:00pm (Sydney time)
Student Progress	<a href="mailto:academicprogression@unswcollege.edu.au">academicprogression@unswcollege.edu.au</a>	Student Progress, Learning Support, Academic Standing	9:00am - 5:00pm (Sydney time)
Student Support	<a href="mailto:student.support@unswcollege.edu.au">student.support@unswcollege.edu.au</a>	Wellbeing support	9:00am - 5:00pm (Sydney time)
Accommodation Assistance	<a href="mailto:accommodation@unswcollege.edu.au">accommodation@unswcollege.edu.au</a>	Accommodation support	9:00am - 5:00pm (Sydney time)
IT Support	<a href="mailto:helpdesk@unswcollege.edu.au">helpdesk@unswcollege.edu.au</a>	Computer connection and access to Learning platforms	9:00am - 5:00pm (Sydney time)
UNSW and Sydney Essential Services Contacts:			
All Emergencies	000 (Triple Zero)	Life threatening emergency	All hours
Ambulance, Police and Fire Brigade			
UNSW Campus Security	Phone: 02 9385 6666 Phone: 02 9385 6000	Emergency on campus Non-urgent security	All hours

If You Need Health Advice or to See a Doctor:			
UNSW Health Service	Phone: 02 9385 5425	To see a doctor.	Hours may vary. To book an appointment click here: <a href="https://www.student.unsw.edu.au/health/appointment">https://www.student.unsw.edu.au/health/appointment</a>
Health Direct:	Phone: 1800 022 222	Free 24-hour health advice over the phone	Free 24-hour health advice over the phone
HotDoc	<a href="https://www.hotdoc.com.au/seArch?in=sydney-NSW-2000">https://www.hotdoc.com.au/seArch?in=sydney-NSW-2000</a>	For a list of doctors in your area	All hours
DocBook	<a href="https://docbook.com.au/doctors/nsw/sydney">https://docbook.com.au/doctors/nsw/sydney</a>	If You Need Mental Health Support:	
UNSW Students Mental Health Support (For Students in Australia)	Phone : 02 9385 54 18	For non urgent 24/7 Mental Helath Support call 02 93855418 to speak to someone.	
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: <a href="https://www.unsw.edu.au/planning-assurance/conduct-integrity/gendered-violence/make-report">https://www.unsw.edu.au/planning-assurance/conduct-integrity/gendered-violence/make-report</a>	Support for people who experienced sexual assault or domestic violence	All hours
If You Need Free Legal Advice:			
Kingsford Legal centre	Phone: 02 9385 9566	Free legal advice for students	For appointment times click here: <a href="https://www.klc.unsw.edu.au/contact-us">https://www.klc.unsw.edu.au/contact-us</a>
For information on scams			
Scam Watch	<a href="http://www.scamwatch.gov.au/">www.scamwatch.gov.au/</a>	For information about scams and to report a scam	All hours
UNSW Be Aware of Scams Website	<a href="https://www.student.unsw.edu.au/scams">https://www.student.unsw.edu.au/scams</a>	UNSW website with information about scams - how to spot a scam, how to protect yourself from scams and information about recent scams	All hours
UNSW College Protect Yourself from Scams Website:	<a href="https://my.unswcollege.edu.au/student-support/protect-yourself-against-scams/">https://my.unswcollege.edu.au/student-support/protect-yourself-against-scams/</a>	UNSW College website with information on scams and how to protect yourself	All hours
UNSW Campus Security	Phone: 02 9385 6666 (emergency) or 02 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	<a href="http://www.homeaffairs.gov.au/">www.homeaffairs.gov.au/</a>	Visa information	All hours
NSW Health	<a href="http://www.health.nsw.gov.au/">www.health.nsw.gov.au/</a>	Information about government health services	All hours
Study NSW	<a href="https://www.study.sydney/">https://www.study.sydney/</a>	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	<a href="http://www.internationalstudents.health.nsw.gov.au/">www.internationalstudents.health.nsw.gov.au/</a>	Health relation information and links to other health services	All hours

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