

Policy Hierarchy link	Assessment Policy		
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Contact Officer	Director, Student Services & Systems		
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1. Purpose and Scope

This procedure specifies the rules which apply to the calculation of Academic Standing, the appeal mechanism and the responsibilities associated with this procedure.

This procedure applies to all students except those enrolled in Higher Degree Research programs and Non-award study.

2. Definitions

Withheld (WD) Grade: the result has not been finalised. The student has not submitted or completed one or more of the components of the assessment requirements.

Withheld Consideration (WC) Grade: the result has not been finalised. The student has submitted a request for Special Consideration, for which the outcome is pending.

Late Entry (LE) Grade: the result has not been submitted by the Course Authority and is a late entry.

3. Procedure

3.1 Academic standing

Academic Standing is the status of a student's progress towards meeting the requirements for their program of study and is assigned at the end of each Semester. All coursework students are expected to maintain a satisfactory standard of academic achievement in each of Semester in order to continue with their program of study and to graduate.

The levels of Academic Standing assigned by the University are:

- **Good Standing:** UNSW is not concerned about the student's academic progress.
- **Pending:** Academic Standing cannot be calculated due to unresolved results.

- **Referral:** UNSW is concerned about the student's academic progress. They should seek academic advice before finalising their enrolment for the following Semester.
- **Probation:** UNSW is very concerned about the student's academic progress and they must seek academic advice before finalising their enrolment for the following Semester.
- **Provisional Exclusion** (only used in Semester 1): UNSW is extremely concerned about the student's academic progress and unless they address the issues that are impeding their academic progress, they will be Excluded next Semester. They must seek academic advice before finalising their enrolment for the following Semester and may require permission to re-enrol.
- **Provisional Suspension:** UNSW is extremely concerned about the student's academic progress and unless they address the issues that are impeding their academic progress, they will be Suspended next Semester. They must seek academic advice before finalising their enrolment for the following Semester and may require permission to re-enrol.
- **Suspension:** The student is not permitted to re-enrol for one full academic year but has automatic right of readmission to the same program, following the conclusion of their Suspension.
- **Exclusion:** The student is excluded from UNSW for a minimum of 2 academic years with no automatic right of re-admission. They must reapply for admission via the usual channels at the conclusion of their exclusion period.

3.2 Calculating Academic Standing

Academic Standing is calculated at Undergraduate and Postgraduate Coursework career levels, only not at the program level. It is not calculated at Research career level or for Non-Award studies.

Academic Standing is determined by two factors, the student's academic standing at the end of the previous standard 12 week Semester combined with their academic achievement in the current standard 12 week Semester.

For Undergraduate students, academic standing is calculated based on the proportion of load passed. For Postgraduate students, Academic Standing is based on cumulative number of failures.

3.3 Academic Standing Levels by Semester

Academic Standing is calculated following the conclusion of Semester 1 and Semester 2. Results obtained in Summer Semester will be included in the calculation of Academic Standing for Semester 1.

Academic Standing levels differ between Semester 1 and Semester 2.

Students are only Excluded or Suspended at the conclusion of Semester 2.

Withheld grades (WD and WC) and Late Entry (LE) are treated differently in Semester 1 and Semester 2 for the purposes of calculating Academic Standing.

- In Semester 1, grades of WD and WC are treated as fails if the previous Semester's Academic Standing level was not Good.
- In Semester 2, grades of WC, WD and LE will initially result in an Academic Standing level of Pending. Once the deadline to apply a standing level of Suspension or Exclusion has passed, grades of WC and WD are treated as fails if the previous Semester's Academic Standing was not Good.

As a result of the calculation of Academic Standing at the conclusion of Semester 2, some students will have an Academic Standing level of Suspension or Exclusion. Students on academic Suspension or Exclusion are not permitted to undertake studies during the period of their Suspension or Exclusion:

- in a UNSW program different from the one they have been Suspended or Excluded from; and
- at another institution, and have that study counted towards their degree at UNSW.

On return from a period of Suspension, the earliest a student can enrol is Semester 1 (they cannot enrol in Summer Semester).

The academic standing rules by semester are provided in *Appendix 1*.

3.4 Process for Assigning Academic Standing

Prior to the release of end of Semester results for Semester 1 and Semester 2, academic standing levels:

- Will be calculated; and
- Published with release of results via myUNSW and email (zmail).

As late results are finalised, Academic Standing is recalculated on a weekly basis from the date of release of results, until the deadline to finalise withheld results has passed.

Following the deadline to finalise withheld results:

- Any results with unfinalised grades of LE, WC or WD are converted to a finalised grade of NC (Not Completed) and Academic Standing will be recalculated for that Semester for a final time

Students on Suspension or Exclusion will receive written advice of their right to appeal, how to appeal and the deadline for submitting the appeal.

On receipt of the appeal, the student will be notified in writing within 10 working days, by email, to confirm that their appeal has been received and will be considered by the Re-Enrolment Appeal Committee when it meets early February.

3.5 Appeals against Academic Standing Levels of Suspension and Exclusion

Students with an Academic Standing level of Suspension or Exclusion have the right to appeal their standing to the Undergraduate Re-Enrolment Appeal Committee or the Postgraduate Re-Enrolment Appeal Committee (whichever is applicable).

Students can elect to appear before the Committee and bring a support person with them.

Students who are Suspended or Excluded following the calculation of Academic Standing for Semester 2, are permitted to undertake studies during Summer Semester immediately following the Semester 2 in which they have been Suspended or Excluded.

3.5.1 Re-Enrolment Appeals Committees

Each Committee will have a membership of at least five members of academic staff (with a quorum of three) and will be chaired by a member of the Academic Board, nominated by the President. The remaining members of the Committee need not be members of the Academic Board but will be nominated by the President, taking into account their relevant experience and expertise. Members of the Committee will disqualify themselves if they have been previously involved in the case of a particular student.

The Committee's decision will be based on what the Committee determines is in the best interest of the student, based on the information presented to them. The Committee will take into consideration each appellant's academic record, stated grounds of appeal and supporting documentation (where provided), when determining the outcome of the appeal.

The decision of the Committee is final and there is no further right of appeal within UNSW. Students have the right to lodge a complaint with the NSW Ombudsman where there is evidence of maladministration or misconduct by the University in the conduct of the appeal.

3.6 Responsibilities

Student Administration is responsible for:

- Calculating and publishing academic standing levels and recording these on the student's academic record in SiMS;
- Managing the appeal process, including:
 - Advising students of their right to appeal and of the outcome of their appeal and the reason for the decision;
 - Convening the Re-Enrolment Appeal Committee and recording the committee's decisions and the reasons for those decisions.
 - Updating the student's academic record on SiMS with the decision of the Re-Enrolment Appeal Committee, where applicable.
- Informing Student Development International of the details of any international student who has been Suspended or Excluded.

The Program Authority is responsible for:

- Ensuring that Academic Advisors are available to meet with students whose Academic Standing level is not Good.
- Providing advice and guidance to students not on Good standing, in order to maximize the opportunity for the student to return to Good standing
- Providing relevant information to the Re-Enrolment Appeals Committee relating to students who have appealed their Suspension or Exclusion, to assist the committee in making their decision.

The Re-Enrolment Appeals Committees are responsible for:

- Taking into consideration each appellant's academic record, stated grounds of appeal and supporting documentation, when determining the outcome of the appeal.
- Ensuring that the decision taken by the Committee is one that it believes to be in the best interest of the student, based on the information presented to them.

Students are responsible for:

- Taking appropriate action in line with the instructions provided in the notification of Academic Standing.
- Submitting their appeal against Suspension or Exclusion by the deadline provided in their notification letter.
- Providing a written appeal using the relevant appeal form.
- Providing supporting documentation where relevant, with their appeal.
- Being available to appear before the Committee at short notice (if they have elected to appear).
- Following any instructions from the Re-Enrolment Appeal Committee.

4. Review & History

This policy is due for review three years from its date of effect.

Version	Authorised by	Approval Date	Effective Date	Sections modified
1.0	Deputy Vice-Chancellor (Academic)	18 November 2015	18 November 2015	This is a new procedure
1.1	Deputy Head of Governance	18 February 2016	29 February 2016	Update to responsible and contact officers due to Senior team changes.

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Appendix

Undergraduate Rules Semester 1

Academic standing in previous semester	Nil progress (more than 6 UOC attempted & 0 UOC passed)	Poor progress (more than 6 UOC attempted & 50% or less passed)	Satisfactory progress (more than 6 UOC attempted & more than 50% passed)	6 UOC or less attempted & all or some passed	6 UOC or less attempted & 0 UOC passed
Good	Probation	Referral	Good	Good	Referral
Referral	Probation	Probation	Good	Referral	Probation
Probation	Provisional Suspension	Provisional Suspension	Referral	Probation	Provisional Suspension
Suspension	Provisional Exclusion	Provisional Exclusion	Probation	Probation	Provisional Exclusion
Exclusion	Provisional Exclusion	Provisional Exclusion	Probation	Probation	Provisional Exclusion
Provisional Suspension	Provisional Suspension	Provisional Suspension	Referral	Probation	Provisional Suspension
Provisional Exclusion	Provisional Exclusion	Provisional Exclusion	Referral	Probation	Provisional Exclusion

Undergraduate Rules Semester 2

Academic standing in previous semester	Nil progress (more than 6 UOC attempted & 0 UOC passed)	Poor progress (more than 6 UOC attempted & 50% or less passed)	Satisfactory progress (more than 6 UOC attempted & more than 50% passed)	6 UOC or less attempted & all or some passed	6 UOC or less attempted & 0 passed
Good	Probation	Referral	Good	Good	Referral
Referral	Probation	Probation	Good	Referral	Probation
Probation	Suspension	Suspension	Referral	Probation	Suspension
Suspension	Exclusion	Exclusion	Probation	Probation	Exclusion
Exclusion	Exclusion	Exclusion	Probation	Probation	Exclusion
Provisional Suspension	Suspension	Suspension	Referral	Probation	Suspension
Provisional Exclusion	Exclusion	Exclusion	Referral	Probation	Exclusion

Postgraduate Rules Semester 1

Cumulative UOC failed during study	Academic standing level assigned	Implications
Fewer than 12	Good	None
12 to 18	Probation	You are required to consult your Academic Advisor to discuss your progress, plan for improving results, and seek approval for future enrolment
More than 18	Provisional Exclusion	You are permitted to continue in your program but must consult your Academic Advisor to discuss your progress, plan for improving results, and seek approval for future enrolment. Further unsatisfactory progress will result in Exclusion.

Postgraduate Rules Semester 2

Cumulative UOC failed during study	Academic standing level assigned	Implications
Fewer than 12	Good	None
12 to 18	Probation	You are required to consult your Academic Advisor to discuss your progress, plan for improving results, and seek approval for future enrolment.
More than 18	Exclusion	Used for Semester 2 Academic Standing only. You are excluded from the University for two academic years (four standard semesters) and you must re-apply for re-admission.

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