COURSE REGULATIONS

FOUNDATION YEAR (BUSINESS)

Foundation Year (Bus)

COURSE CODE: 0108

THESE COURSE REGULATIONS ARE EFFECTIVE FROM 1.1.2014
ACADEMIC ENABLING AND SUPPORT CENTRE, Sydney Campus

1. These Course Regulations apply to all students who are enrolled in this Course on the Sydney Campus
2. The Director of the Academic Enabling and Support Centre is the responsible Executive of these Course Regulations.
3. The contact officer for this document is The Director of the Academic Enabling and Support Centre, Sydney.

MODIFICATION HISTORY

1. These Course Regulations are effective from 1 January 2014.

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<th>Date Amended</th>
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1 INTRODUCTION AND INTERPRETATION

1.1 Introduction
These Course Regulations apply to all students enrolled in the Foundation Year (Business) at The University of Notre Dame Australia, Sydney Campus.

These Regulations should be read in conjunction with the University’s General Regulations and the Academic Enabling and Support Centre Regulations.

The Director of the Academic Enabling and Support Centre (or delegate) has responsibility for the application of these Course Regulations.

1.2 Interpretation
The terms included in these Regulations have the meanings as defined in the University’s General Regulations and the Academic Enabling and Support Centre Regulations.

1.3 Amendments made to Course Regulations
Unless otherwise specified, when amendments are made to the structure, content or academic requirements of the Foundation Year (Business), the amendments will automatically apply in accordance with General Regulation Section 1.7.

1.4 Applicability to Campuses of the University
The Foundation Year (Business) is available on the Sydney Campus only.

1.5 The Australian Qualifications Framework (AQF)
The Foundation Year (Business) is not an AQF qualification.
2 ENTRY CRITERIA

2.1 General Criteria
Special requirements for admission are detailed in the University’s General Regulations and the Academic Enabling and Support Centre Regulations.

As part of the admissions process, applicants may be required to complete a Foundation Year Entry Test.

2.2 Additional Entry Requirements / Pre-Requisites
In order to be admitted to the Foundation Year Applicants must provide evidence which demonstrates to the satisfaction of the Manager, Admissions Office:

(i) an Australian Tertiary Admission Ranking (ATAR) score which equals or exceeds the ATAR minimum set by the University, or
(ii) a Special Tertiary Admissions Test (STAT) result which equals or exceeds the STAT minimum set by the University for Foundation Year Courses, or
(iii) where the applicant has undertaken school subjects that are not externally examined (ie. Wholly School Assessed), the achievement of grades deemed sufficient or
(iv) other experience deemed relevant.

2.3 External Accreditation Requirements
External accreditation requirements are not applicable to this Award.
3 AWARD REQUIREMENTS

3.1 Structure

For the Foundation Year (Business) Award Structure, refer to Appendix A.

3.1.1 Compulsory Units

A student must complete a total of eight 25 credit point units (equivalent to 200 credit points).

In the first semester a student in the Foundation Year (Business) must complete a total of four 25 credit point units (equivalent to 200 credit points), as follows:

- EP002 Literacy Competency (or ED1118 Literacy Competency for Teachers)
- EP003 Academic Writing
- EP004 Research Skills and Information Literacy
- EP005 Mathematical Competency (or ED1119 Mathematical Competency for Teachers)

(i) A student must achieve the Enabling Program (EP) benchmark in each of the first semester units to progress to semester two of the course. The EP benchmark is at least 65% (≥65%) in, EP003, EP004 and EP005 and at least 50% (≥50%) in EP002, ED1118 and ED1119.

(ii) A student who fails to achieve a score as required in 3.1.1(i) above, in each or any of the first semester units, may be offered the opportunity to repeat those units.

(iii) A student who is given approval to repeat one or more units must achieve the EP benchmark as outlined in 3.1.1(ii) in each of the units they repeat before progressing to semester two of the course.

(iv) The Director’s approval is required for a student to repeat an EP coded unit(s) in which their final mark was less than 50%. The Director may interview the student and may impose enrolment conditions if approving a repeat of the unit(s).

(v) Appeals will be dealt with in accordance with the General Regulations and the Policy: Student Appeals.

In the second semester of enrolment in the Foundation Year course the student must complete four 25 credit point units, as follows:

- EP001 Learning Skills
- AB100 Aboriginal People or PS100 Developmental Psychology
- PLUS Any two approved first year Business units.

(i) A student must attain benchmark of at least 65% (≥65%) in EP001 in order to be eligible to progress to undergraduate study.

(ii) A student must attain a Pass grade (≥50%) in all other second semester units in order to be eligible to progress to undergraduate study.

(iii) If a student fails any of the second semester units they may repeat those units.

3.1.2 Enabling Program (EP) Benchmark

(i) A student must achieve the EP Benchmark in each of the first semester units to progress to semester two of the course.

(ii) A student may, with the approval of the Director (or delegate), repeat a unit(s) in which the EP benchmark was not achieved, in order to complete the Foundation Year (Business).
3.1.3 Attendance Requirement
A student must attend a minimum of 85% of all scheduled lectures, tutorials, workshops or any other teaching period outlined in the unit outline during the semester. A Student who is absent from more than 15% of a unit without the approval of the Director of the AESC, Sydney (or delegate) may receive a ‘Fail due to Non Completion’ (FN) grade for the unit.

3.2 Approved unit substitutions
Unit substitutions, where permitted, must be approved by the Director of the Academic Enabling and Support Centre.

3.3 Volume of Learning
3.3.1 Standard Duration
(i) The standard duration for the Foundation Year (Business) is one year of full-time study.
(ii) A student is not normally able to enrol in this Award on a part-time basis except in repeating units in a subsequent semester, if so approved by the Director (or delegate).

3.3.2 Accelerated Duration
An accelerated mode is not able available for the Foundation Year (Business).

3.3.3 Maximum Duration
The maximum period of time within which a student is permitted to complete the Foundation Year (Business) is two years (including any periods of approved leave of absence) from the date on which they were first accepted into the course by the University.

3.4 Termination from Course
A student will be terminated from the Foundation Year course if they have made Unsatisfactory Progress. Unsatisfactory Progress is determined by the Board of Examiners where a Student fails to pass 50% or more of the enrolled credit point load in a Semester or has failed to achieve the benchmark for a unit studied in two successive semesters.

3.5 Course Completion
Where a student has satisfied all the requirements of the Foundation Year (Business) as detailed in these Course Regulations and the General Regulations, the University will grant the student course complete status.

3.5.1 In order to complete the Foundation Year (Business) a student must successfully complete 200 credit points from the eight compulsory units, and gain a minimum score of the approved benchmark for every unit. In this case the student will receive ‘course complete’ on their transcript.

3.5.2 The University requires that a student has achieved the EP benchmark of a minimum of 65% (≥65%) in each EP unit, (with the exception of EP002) in order to meet the requirements to be considered for undergraduate entry.

3.5.3 The University requires that a student has achieved the benchmark of a minimum of 50% (≥50%) in EP002, ED1118 and/or ED1119 in order to meet the requirements to be considered for undergraduate entry.

END OF REGULATIONS
## COURSE STRUCTURE

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