COURSE REGULATIONS
ACADEMIC ENABLING AND SUPPORT CENTRE

FOUNDATION YEAR (BUSINESS)
Foundation Year (Bus)

COURSE CODE: 0125

THESE COURSE REGULATIONS ARE EFFECTIVE FROM 1.1.2015
ACADEMIC ENABLING AND SUPPORT CENTRE, Fremantle Campus.

1. These Course Regulations apply to all students who are enrolled in this Course on the Fremantle 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, Academic Enabling and Support Centre, Fremantle Campus.

MODIFICATION HISTORY

1. These Course Regulations are effective from 1 January 2015

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

1.1 Introduction

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

1.1.2 These Regulations should be read in conjunction with the University’s General Regulations and the Academic Enabling and Support Centre (AESC), Fremantle Regulations.

1.1.3 The Director of the Academic Enabling and Support Centre delegates responsibility for the application of these Course Regulations to the Head of Enabling (Fremantle).

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 (AESC) 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) course, 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) course is available on the Fremantle Campus.

1.5 The Australian Qualifications Framework (AQF)

The Foundation Year (Business) course is not an AQF qualification.
2 ENTRY CRITERIA

2.1 Admission

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

2.1.2 In order to be admitted to the Foundation Year course 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 for Foundation Year program admission in a given year, or

(ii) a Special Tertiary Admissions Test (STAT) which equals or exceeds the minimum STAT result set by the University for Foundation Year courses, or

(iii) where the applicant has undertaken school subjects that are not externally examined (i.e. Wholly School Assessed), the achievement of grades deemed sufficient by the Manager, Admissions Office, or

(iv) other experience deemed relevant and acceptable by the Manager, Admissions Office.
3 COURSE REQUIREMENTS

3.1 Structure
For the Foundation Year (Business) Course Structure, please refer to Appendix A. A student must complete a total of eight 25 credit point units.

3.1.1 Compulsory Units
In the first semester of enrolment in the Foundation Year course, a student must complete four, 25 credit point units in their first semester.

- FEP001 Applied Learning and Critical Reading
- FEP002 Conventions of English
- FEP003 Writing for Academic Purposes
- FEP004 Digital Literacy and Citizenship

(i) A student must achieve the Institutional Benchmark of at least 65% in each of the first semester units to progress to the second semester of the course.

3.1.2 In the second semester of enrolment in the Foundation Year course, a student must complete four 25 credit point units.

- BS105 Business Communications
- AB100 Aboriginal People
- BS106 Business Information Technology

PLUS any one (1) of the following 25 credit point units:

- BS122 Principles of Marketing
- BS160 Principles of Management

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

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

3.3 Course Duration
3.3.1 The standard duration for the Foundation Year (Business) course is one year of equivalent full-time study.

3.3.2 Students are not permitted to enrol in the Foundation Year (Business) course in the first semester on a part-time basis. A student must enrol in all four first semester enabling coded units in one semester.

3.3.3 Students are permitted to enrol in the Foundation Year (Business) course in the second semester of the Foundation Year on a part-time basis.

3.3.4 The maximum period of time within which a student is permitted to complete the Foundation Year (Business) course is two years from the date on which they were first enrolled into the course by the University.

3.4 Course Completion
3.4.1 In order to complete the Foundation Year (Business) course, a student must successfully complete 200 Credit Points (eight compulsory units) achieving the Institutional Benchmark minimum of 65% in each first semester unit and a minimum passing grade (≥50%) in all second semester units.

END OF REGULATIONS
**APPENDIX A:**

**FOUNDATION YEAR (BUSINESS)**

Fremantle Campus

<table>
<thead>
<tr>
<th>Unit Number</th>
<th>Unit Title</th>
<th>Credit Points</th>
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<td></td>
<td></td>
<td></td>
<td>BS160</td>
<td>Principles of Management</td>
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**Credit Point Total for S1** 100

**Credit Point Total for S2** 100

**Total Credit Points Year One** 200

*Effective 1 January 2015*