



Student Handbook Foundation Year 2016



1. ASSISTANCE

- i. To discuss academic matters on an individual basis with the Coordinator, Enabling Programs; AESC Director, or any of the teaching staff, it is recommended that you make an appointment to ensure they are available to assist. Students can make these appointments by, visiting the AESC reception at ND44; calling the AESC on 9433 0950, or by email fremantle.aesc@nd.edu.au
- ii. Students are strongly encouraged to communicate with the AESC staff or their tutors sooner rather than later if they are experiencing difficulty or need additional assistance.

2. STUDENT EMAIL ACCOUNT AND COMMUNICATION WITH THE UNIVERSITY

- i. All students are issued with an UNDA student email address. Students are expected to check this address at least once per week.
- ii. Staff use email as a key mode of communication with students.
- iii. Use a semi-formal writing style in all emails. All emails need to be 'spell-checked' and use correct punctuation and grammar. Begin emails with a greeting (e.g. Dear, Hi) and end them with a salutation (e.g. Cheers, Regards, Thanks). Do not use any 'sms text' in an email (e.g. CU, UR).
- iv. Supply your full name and student ID number in all emails. Many students create a 'signature' for this. If appropriate, include a mobile phone number.
- v. Emails are official documents stored on the University's systems and can be used for a range of purposes. For this reason, staff only respond to emails from a Notre Dame account. Every email is stored, and a print copy can be placed on your student record.
- vi. If students are upset or annoyed about something, they should not send an email at the time. It is far better to wait, cool down, then write, so that the sender can deal with the issue without offending or alienating others.

3. STUDENT CONDUCT

- i. Students should make themselves familiar with the *University's Code of Conduct*, published on the UNDA website. This document sets out the University's expectations regarding standards of student behavior.

4. ATTENDANCE

- i. Attendance at all scheduled lectures and workshops is a required part of student life at Notre Dame. Not only does this help you feel part of the University community, your presence in class gives you the best possible chance to engage with your coursework and learning. Students should be aware that if their attendance falls below 85% of the total hours per unit required the final grade awarded may be a 'fail for non-completion'.
- ii. Punctuality is important, and being ready to start class on time is an indication of respect and courtesy towards peers and teaching staff. If a student is repeatedly late for class, or habitually leaves early, the teaching staff may record that student as absent.
- iii. Special consideration may be granted to students who can demonstrate that their absence is due to extenuating circumstances. This may require a student to undertake an additional assessment to provide them with the opportunity to demonstrate knowledge, skills and understandings with unit content.

5. STUDY BREAK

- i. Weeks designated as study breaks are not holiday periods. Travel should not be booked in that week.
- ii. Assessments, classes and events, with required attendance, may be scheduled during the study breaks.

6. UNIT INFORMATION

- i. The unit outline for each unit will be available on Blackboard at the commencement of the semester.
- ii. Students are advised to read the unit outline carefully as information regarding the unit expectations and dates for assignments are in the unit outline.

7. WORKLOAD

- i. It is generally agreed that every one hour of in-class contact requires 2-3 hours of additional time for reading, information gathering, and assignment work.
- ii. Students need to consider these demands when undertaking part-time employment concurrent with their studies.
- iii. When scheduled classes fall on a public holiday, they will be rescheduled to a different day and time as a make-up class, often outside regular class hours.

8. ACADEMIC INTEGRITY

- i. Academic integrity is the cornerstone of university life. Students are at university to learn from people who have been thinking about their subjects in great depth and, often, for a very long time. We acknowledge that expertise (and indicate our own, emerging expertise) through the use of scholarly sources and citations. This is in many ways the most unfamiliar aspect of life at university and the Foundation Year program is designed to appraise students of the appropriate conventions.
- ii. Students are encouraged to make themselves familiar with the University's Policy on ethical scholarship at Notre Dame at the commencement of their studies: [Policy: Student Academic Integrity](#)
- iii. An identified breach of the Policy will result in a number of consequences. Depending on the nature of the Academic Misconduct, the issue will be treated as an educational or disciplinary matter. However, students should understand the seriousness of the issue in an academic environment.

9. REFERENCING

- i. All students must use the *American Psychological Association 6th edition (APA) for in-text style*, as the official referencing guide. The APA Reference Guide is available on the Library page of UNDA website.

10. DEFERRAL OF IN-CLASS/SUPERVISED ASSESSMENT

- i. A student absent for an in-class assessment, must apply for an irregularly scheduled assessment to make up or replace the missed assessment. This must be done within five working days of the date of the assessment.
- ii. The form to be used is the “Application for an Irregularly Scheduled Assessment/Test”, available from the AESC reception, or alternatively, located on UNDA/AESC website under ‘Enabling Programs’.
- iii. The Unit Coordinator or the Coordinator, Enabling Programs can provide students with permission to complete an irregularly scheduled assessment. An irregularly scheduled assessment will be granted in extenuating circumstances, such as illness as evidenced by appropriate documentation i.e. a medical certificate.
- iv. Holidays, weddings and travel, within the normal semester period, inclusive of official study breaks, do not constitute extenuating circumstances.
- v. A “fail for non-completion” is the final grade awarded for a unit, when approval for an irregularly scheduled assessment is either not granted, or not sought by the student.

11. EXTENSION OF ASSIGNMENT

- i. A student must submit a request for an extension using the “Application for an Extension for Work to be Submitted” form. This form is available from the AESC reception, or alternatively, located on UNDA/AESC website under ‘Enabling Programs’.
- ii. An application for extension must be lodged prior to the due date and as early as practicable.
- iii. Extensions will only be granted in extenuating circumstances, such as illness as evidenced by appropriate documentation i.e. a medical certificate. Holidays, weddings and travel within the normal semester period, inclusive of official study breaks, do not constitute extenuating circumstances.
- iv. Assignments submitted after the due date without an approved extension are subject to penalty. A penalty of 10% of the total value of the assessment item will be imposed for each day that it is overdue (weekends included).
- v. Any assignment submitted more than 7 days after the due date will receive a fail grade and a mark of zero.
- vi. A “fail for non-completion” is the final grade awarded for a unit, when an assignment is not submitted.

12. INSTITUTIONAL BENCHMARK FOR PART ONE

- i. Students must achieve a minimum of 65% in every Part One unit to achieve course progress.
- ii. Foundation Year students must complete four units in their first semester, and achieve the minimum 65% in all units to be eligible to move to the second semester of the course.
- iii. Students who achieve a final mark between 50% and 65% in one unit, and a final mark above 65% in the other units, will be considered for a Supplementary Assessment by the Board of Examiners.
- iv. For units undertaken in Part Two, a minimum of 50% is required for each unit for course completion.

13. RESULTS

- i. Students will receive their results for the semester after the Board of Examiners meetings to ratify results. Students will be advised of their progress by email, however, students should check their results online.

14. LEAVE OF ABSENCE

- i. Students may apply for a leave of absence (LoA) and must complete the “Application for Leave of Absence” form, available from the AESC reception.
- ii. Minimum LoA is one semester to a maximum of two semesters.

15. WITHDRAWING FROM THE COURSE

- i. To withdraw from the course a student must complete the “Withdrawal from University/Course” form, available from the AESC reception.
- ii. Students considering withdrawing are strongly encouraged to discuss their options with the Coordinator, Enabling Programs prior to submitting their paperwork.

The Common Grade Scale describes performance at each of five grade levels awarded for assignments and assessments.

| GRADE LEVEL | DESCRIPTION | MARK RANGE |
|-------------|--|------------|
| A | Indicates that the student has produced outstanding work, and has demonstrated a high level of understanding across the entire content of the course. In addition, the student has achieved a very high level of competence in the processes and skills and can apply these skills flexibly and independently. | 80-100 |
| B+ | The student has a thorough knowledge and understanding of the content and a high level of competence in the processes and skills. In addition, the student is able to apply this knowledge and these skills independently. | 70-79 |
| B- | The student has a sound knowledge and understanding of the main areas of content and has achieved an adequate level of competence in the processes and skills required for a university learning environment. | 65-69 |
| C | The student has a basic knowledge and understanding of the content and has achieved a limited level of competence in the processes and skills required for a university learning environment. | 50-64 |
| F | The student has an elementary knowledge and understanding in few areas of the content and has not displayed competent processes and skills required for a university learning environment. | 0-49 |