

## 1. ESP Year 11 application and admission rules

- 1.1. **Eligibility:** Applicants must be in Year 11 (during the application year) at a state or non-government high school or college in Queensland. This includes onshore international students and those studying the International Baccalaureate Diploma. Home-educated students are also eligible.
  - 1.1.1. **Under 16 policy:** Applicants who will be under 16 years of age at the commencement of the ESP course will be assessed according to the Admissions Policy which states that *Any offer to an applicant who is under 16 years of age at term start date must be approved by the Executive Dean of the faculty and the Academic Registrar.* If approved, applicants will be advised if any additional conditions are applied to their enrolment and/or attendance.
- 1.2. **Permission:** Applicants need written permission from their parent/guardian and their school. Home-educated applicants must also obtain written permission from their parent/guardian.
- 1.3. **Application Process:** To be considered, applicants must submit their application online and provide the requested documentation by the closing date. However, applying does not guarantee a place.
- 1.4. **Entry Criteria:** Entry into the Enhanced Studies Program (ESP) is based on meeting UQ's eligibility criteria.
- 1.5. **Additional Criteria:** Some ESP courses have quotas and additional criteria (such as language placement tests, auditions, or prerequisites). Refer to Section 2 of the document and the [esp.uq.edu.au](http://esp.uq.edu.au) website for details.
- 1.6. **Limited Availability:** If there are many applications for specific courses, or limited places available in a course, not all eligible applicants may receive an offer. UQ will explore alternative ESP course options in such cases.
- 1.7. **ESP Course Limit:** Successful applicants can complete only one ESP course at UQ. Those who have previously participated in ESP at UQ are ineligible, and ESP completed in Year 11 excludes participation in Year 12.
- 1.8. **Fees:** UQ waives ESP tuition fees, but students are responsible for other costs like travel, textbooks, stationery, photocopying, and field trips.

## 2. Additional (and special) application and admission rules –ESP courses

- 2.1. **Course Timing:** Applicants who receive an offer must undertake their course during **Semester 2** while they are in **Year 11**.
- 2.2. **Attendance Mode:** Applicants must be able to participate in their course either in person or online, as specified by the mode of delivery outlined on the ESP website.
- 2.3. **Home-Educated Applicants:** These applicants need to demonstrate their suitability for the ESP by providing one or both of the following examples of academic evidence:

- **Special Tertiary Admissions Test (STAT)** results, indicating a minimum score of **155 overall**.
- **Scholastic Aptitude Test (SAT)** results, demonstrating achievement of at least **70% User percentile** or higher.

Additional information may be requested from home-educated students, including:

- Previous work showcasing their interest in and suitability for the course.
- Evidence of external study at a post-secondary level.
- A written statement from the student.
- Completion of the Basic Skills Builder test.

- 2.4. **Academic Requirements:** To be considered for ESP courses, applicants are expected to have achieved a minimum '**B**' (or **equivalent**) cumulative average across all subjects studied during **Semester 2 of Year 10**.
- 2.5. **Additional Requirements:**  
For specific courses additional criteria apply (refer to the relevant sections).
  - 2.5.1. **CHIN2750 and all JAPN courses**
    - When these courses are offered, applicants are required to take a **placement test** to assess their suitability.
    - If an applicant's language skills are deemed too advanced for their chosen language course or do not meet the minimum language requirement, they may be given the opportunity to study an alternative UQ language course that aligns better with their language proficiency.
    - This determination is made on a case-by-case basis, considering course availability and approval from the School of Languages and Cultures, the Humanities and Social Sciences Faculty, and UQ Domestic Admissions.
  - 2.5.2. **MUSC1100:**
    - Entry to this course may be subject to attending and successfully passing an **audition** (audition date to be confirmed).
    - To be offered an audition, applicants must be enrolled in **Senior English** during **Semester 1, Year 11**.

## 3. Enrolment

- 3.1 ESP students will be enrolled at UQ during **Semester 2, 2024**.
- 3.2 ESP students are enrolled at UQ as '**non-award**', meaning they take a single course not attached to a degree program.
- 3.3 **Student Responsibilities:** Students are subject to UQ's policies and procedures during their enrolment, including those related to assessment and course withdrawal.
- 3.4 **Student Identification and Communication:** Upon enrolment, students will receive a UQ student number. They must also obtain a UQ STUDENT ID CARD for attending examinations and accessing other UQ services (such as library resources).
- 3.5 **Student Email:** ESP students will be provided with a UQ email account, which they should check regularly. UQ communicates officially with students via their UQ student email account.

## 4. Parental/guardian responsibilities

- 4.1. UQ does not assume parental responsibility for ESP students, whether they are on campus or engaged in UQ-related activities or studies.

## 5. Internal courses

- 5.1. ESP students who are taking internal courses (i.e., attending classes on campus) are required to participate in **scheduled contact time** at the university. This contact time may include lectures, tutorials, practicals, and seminars.
- 5.2. ESP students should prioritise their secondary school studies. If attending UQ classes would disrupt their regular school studies, they should carefully consider applying for an ESP course. All students enrolled in internal courses must take their **examinations on campus** during UQ's scheduled examination periods. It is important for students to be aware that their university exams may coincide with their school exams in some cases (see **Section 8** for details).

6. **External and flexible delivery courses**
  - 6.1. ESP students enrolled in external courses are not obligated to attend classes on campus. However, they should participate in online Contact lessons and Tutorials according to the timetable. Additionally, completing relevant assignments, taking examinations, or attending in-house practical sessions may be necessary to fulfill the assessment and practical components of certain courses. Assessment submissions can be done online or as directed by the course coordinator. Notably, language courses will require active participation during class time. For further details, please refer to the relevant course's Electronic Course Profile (ECP).
  - 6.2. If an **online course** includes a **mandatory in-house practical session**, students must attend to meet the requirements of that course. An in-house practical session typically spans **one to six days** and takes place on campus, often during the **mid-semester break**.
7. **Bring your own device (BYOD)**
  - 7.1. When enrolling at The University of Queensland, students must have a **Wi-Fi enabled laptop**, which may be necessary for exams. Specific courses might have additional laptop specifications. For device requirements, see: [BYOD policy](#)
  - 7.2. The University is dedicated to providing equitable access to laptops for students. Support information is available from the [Library](#).
  - 7.3. Additionally, UQ ensures that students can access the required software for their programs via the Digital Workspace. In cases where licensing restrictions prevent software distribution in this manner, UQ provides on-campus computers equipped with the necessary software.
8. **Examinations**
  - 8.1. ESP students must adhere to UQ's examination policies and procedures. They are expected to be available for examinations during the semester and the **end-of-semester central examination period in November**. It is important to note that these exam dates may fall outside of the regular school term and holiday breaks.
  - 8.2. If you are enrolled in an external course and reside **200 km away from a UQ campus**, you may qualify to take your exam at an approved centre in your local area. To arrange this, contact UQ Exams ([examinations@uq.edu.au](mailto:examinations@uq.edu.au)) at least six weeks before the examination period.
  - 8.3. **Students facing exceptional and unavoidable circumstances**, such as illness, may be eligible for a **deferred exam**. The deferred examination period is scheduled in December, and no further deferral is possible.
  - 8.4. In some cases, you might be eligible for a **one-off discretionary deferred exam** if your reason for deferral doesn't meet the criteria of exceptional and unavoidable circumstances. For complete details, visit [my.uq.edu.au/services/exams-and-assessment](http://my.uq.edu.au/services/exams-and-assessment). Keep in mind that students are granted only one discretionary deferred exam throughout their entire academic career at UQ.
  - 8.5. Occasionally, UQ examination periods may overlap with **secondary school examinations**. If this happens, it is the student's responsibility to contact UQ Exams to discuss alternative arrangements. Remember that an exam timetable clash alone isn't grounds for a deferred exam. However, if there's evidence of a direct clash, it may be possible to shift your exam to the next available time (usually on the same day).
9. **Withdrawal policy – Semester 2 ESP courses**
  - 9.1. **Withdrawal Deadline:** Students have the option to withdraw from their course without academic penalty no later than **31 August** (census date). If they withdraw on or before the census date, the course won't be included in their studies report or academic transcript.
  - 9.2. **Withdrawal After Census Date:** Students who withdraw from the course after **1 September** will receive a result of **'W'** (withdrawn without academic penalty) on their studies report.
  - 9.3. **Withdrawal Process:** It is the student's responsibility to withdraw from the course using **mySI-net** by the relevant deadline. They can log in to [sinet.uq.edu.au](http://sinet.uq.edu.au) and follow the prompts to drop the course on the enrolment summary page. Please notify the ESP office at [esp@uq.edu.au](mailto:esp@uq.edu.au).
10. **Final results**
  - 10.1. **Online Modules:** Students must complete any online modules required, including the **Academic Integrity Module (Parts A and B)** and the **Respect at UQ module**. Failure to complete these modules will result in withheld grades, and consequently, no adjustments will be applied.
  - 10.2. **Transcripts and Course Completion:** Students who successfully complete their course with grades of **4, 5, 6, 7, or P** will be issued a **My eQuals academic transcript**. These grades will be recorded as part of their official academic record. If students later enrol in a UQ program, credit may be granted for the completed course, if it aligns with their program's requirements.
  - 10.3. **Failing Grades and Records:** Students who complete their ESP course but receive failing grades, will have **'W'** recorded on their studies report.
  - 10.4. **ESP Grade:** The final ESP grade remains permanently on the student's official record at UQ.
  - 10.5. **Reporting to QCAA:** A student's final passing ESP grade will be reported to their school and the **Queensland Curriculum and Assessment Authority (QCAA)**. This grade will be recorded on the student's **Queensland Certificate of Education (QCE)**. To facilitate this, students must provide their **Learner Unique Identifier (LUI)** to UQ before enrolment.
  - 10.6. **GPA Calculation and Future Studies:** All grades on a student's record, including ESP studies, may be used to calculate a **Grade Point Average (GPA)** for applications in undergraduate, honours, postgraduate, or research studies.
  - 10.7. **UQ Subject Incentive Scheme Adjustment:** Students who successfully complete their course (subject to meeting conditions 10.1 and 10.2) will receive **one adjustment** as part of the [UQ Subject Incentive Scheme](#). To benefit from this adjustment, students must indicate their completion of ESP on their **QTAC application**, which will be confirmed during the assessment process.