

1. ESP Application and Admission Rules

- 1.1 This document applies to students studying the **Effective Thinking and Writing (WRIT1999)** intensive course.
- 1.2 WRIT1999 is offered as part of the Enhanced Studies Program (ESP).
- 1.3 Year 11 students can apply and are expected to have demonstrated high academic achievement (generally a minimum B average across the best four subjects during Term 1 of Year 11, PLUS a pass in English (this can be one of the four but does not have to be).
- 1.4 Entry is limited to students from eligible schools.
- 1.5 Applicants must gain written permission from their parent/guardian as part of their application.
- 1.6 Applications are dependent on approval by the School Principal (or nominated staff member).
- 1.7 Applications must be submitted online with all required documentation by the specified closing date. Incomplete applications will not be considered, and submitting an application does not guarantee admission.
- 1.8 Entry into ESP is based upon the applicant meeting any additional criteria determined by UQ.
- 1.9 Entry into ESP is granted by UQ Admissions. In some instances, relevant applications may be forwarded to the appropriate UQ Faculty for a recommendation regarding the applicant's suitability.
- 1.10 Successful applicants may complete **one** ESP course only at UQ. Applicants who have participated in another offering of ESP at UQ will be considered ineligible. Participating in WRIT1999 will make you ineligible to complete a further Enhanced Studies Program course.
- 1.11 Places in WRIT1999 are limited. Therefore, if application numbers exceed positions available, not all eligible students will be accepted.
- 1.12 If a student's application is successful, they will be issued with a UQ student ID number and email account.

2. Enrolment

- 2.1 ESP students will be enrolled in non-award study (i.e. a single course not attached to a degree program) during the relevant teaching period.
- 2.2 Students are required to comply with all relevant UQ policies and procedures during their enrolment, including examinations rules. It is the student's responsibility to familiarise themselves with these policies and procedures.
- 2.3 ESP students will be issued with a UQ email account which must be checked on a regular basis. UQ's official form of communication with students is via their UQ student email account.
- 2.4 Students are required to attend each day of the course. Failure to do so may result in a recommendation to withdraw.
- 2.5 Costs such as travel, textbooks, stationery, etc. are to be met by the student. While bringing your own laptop is recommended, computer labs are usually available for the tutorial components of the course. Please check with the Enhanced Studies team prior to enrolling if you do not have access to a laptop.
- 2.6 ESP students are ineligible for supplementary assessment arrangements.

3. Parental/guardian responsibilities

- 3.1 UQ does not accept parental responsibility for ESP students, either while on campus or while involved in UQ-related work or study.
- 3.2 Applicants under 16 years of age at the commencement date of a program or course will be considered for admission under exceptional circumstances, and approved for admission by the Academic Registrar following consultation with the Associate Dean (Academic) of the Faculty only in certain circumstances.
- 3.3 Applicants under the age of 15 will not be considered for admission.

4. Withdrawal Policy – WRIT1999 students

- 4.1. Students can withdraw without academic penalty up to the start of day two (before classes commence). The course will not appear on the student's studies report or academic transcript if they withdraw on or prior to this.
- 4.2 Students who withdraw on or after day two of the course and before results are finalised, will have a result of 'W' (withdrawn without academic penalty) listed on their unofficial studies report.
- 4.3 Students who wish to withdraw without academic penalty on or after day two of the course may make an application in writing requesting withdrawal.

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5. Final results

- 5.1 Students who successfully complete their course with grades of 4, 5, 6, 7 or P will be issued with a [My eEquals](#) academic transcript and certificate of participation and will have this grade recorded as part of their official, permanent academic record at UQ. Should students enrol in a UQ program later, credit may be granted for the completed course, if requested and eligible as per the program requirements.
- 5.2 Students who choose to complete their ESP course but receive failing grades of X, 1, 2, 3 or N will have a grade of 'W' noted on their unofficial studies report.
- 5.3 A student's final ESP grade will be reported to the student's school and the Queensland Curriculum and Assessment Authority (QCAA) to be recorded on the student's Queensland Certificate of Education (QCE). For this purpose, students must advise UQ of their Learner Unique Identifier (LUI) before enrolment.
- 5.4 All grades on a student's record (including ESP studies) may be used to calculate a Grade Point Average (GPA) for applications for study in undergraduate, honours, postgraduate or research studies in the future.
- 5.5 Students who successfully complete their course will be eligible to receive one adjustment factor as part of the UQ Subject Incentive Scheme (Bonus ranks). Students must indicate that they have completed ESP on their QTAC application.
- 5.6 Students who have a hold on their account to due incomplete actions (such as an incomplete Academic Integrity Module) will not be able to receive an adjustment to their selection rank.
- 5.7 Students will receive their final grade when results are released for the relevant semester. This is consistent with UQ grade release policy.