

1. ESP application and admission rules

- 1.1 Applicants must be completing Year 11 (in the year of application) at a Queensland state or non-government high school (or college) including on-shore international students and students studying the Diploma of the International Baccalaureate.
- 1.2 Applicants must gain written permission from their parent/guardian and their school.
- 1.3 To be considered, applicants must submit their application online, and provide the requested documentation by the closing date. Submitting an application is not a guarantee of a place.
- 1.4 Entry into ESP is based upon the applicant meeting the eligibility criteria determined by UQ.
- 1.5 Entry into ESP is granted by UQ Domestic Admissions, Academic Services Division. In some instances UQ Domestic Admissions may forward relevant applications to the relevant UQ faculty and/or the Academic Registrar for a determination of the applicant's suitability.
- 1.6 Some courses have quotas and/or additional eligibility criteria that need to be met prior to an ESP offer being made (eg. language placement tests, auditions, prerequisites). Refer to *Section 2* of this document and www.esp.uq.edu.au for details.
- 1.7 Whilst UQ Domestic Admissions does its best to accommodate all eligible ESP applicants, if large numbers of applications are received for specific courses, it is possible that not all eligible applicants will be offered a place. In this instance, UQ Domestic Admissions (in consultation with other relevant UQ departments) will work with the applicant to see if another ESP course is available.
- 1.8 Successful applicants may complete one ESP course only at UQ. Applicants that have previously participated (or intend to participate) in another offering of ESP at UQ will be considered ineligible.
- 1.9 ESP tuition fees are waived by UQ. Other costs such as travel, textbooks, stationery, photocopying and field trips are to be met by the student.

2. Additional (and special) application and admission rules – Semester 1 ESP courses

- 2.1 Applicants who are offered a place must study their course in Semester 1, 2018 when they are in Year 12.
- 2.2 To be considered for Semester 1 courses, applicants are expected to have achieved a minimum 'B' (or equivalent) cumulative average across all of their subjects studied during Semester 1 of Year 11. Some additional or special requirements apply for GRMN2010, CHIN2750, SPAN3330 (refer to Section 2.3), FREN3112 (refer to Section 2.4), MATH1051 (refer to Section 2.5), MATH1061 (refer to Section 2.6), MATH1071 (refer to Section 2.7), PHIL1110 external BSDE (refer to Section 2.8) and MUSC1100 (refer to Section 2.9).
- 2.3 *GRMN2010, CHIN2750 and SPAN3330 additional requirements*: Applicants are required to sit a placement test to determine their suitability. If the applicant's language skills are determined as being too advanced for their chosen language course (or do not meet the minimum language requirement for entry), the applicant may be given the opportunity to study an alternative UQ language course more appropriate to their language skill level. This is determined on a case-by-case basis and is dependent on course and quota availability and approval from the School of Languages and Cultures, the Humanities and Social Sciences Faculty and UQ Domestic Admissions.
- 2.4 *FREN3112 additional entry requirements*: This course is advanced and is generally suitable for students who are beyond Year 12 level. Applicants should be concurrently studying Senior French OR have attended an immersion school OR have spent six months minimum in a French speaking country. Entry to the course is subject to the successful passing of a placement test held in January or February 2018. Applicant report cards will be reviewed by the FREN3112 course coordinator to determine an applicant's suitability to sit a placement test.
- 2.5 *MATH1051 additional entry requirements*: Applicants must be studying Senior Maths B and C. To be considered for MATH1051, applicants must have achieved a minimum 'B' grade in Maths B and C in Semester 1, Year 11. However, it is highly recommended that applicants have achieved an 'A' in Maths B and C. Students achieving well in these subjects have better outcomes in MATH1051.
- 2.6 *MATH1061 additional entry requirements*: Applicants must be studying Senior Maths B. To be considered for MATH1061, applicants must have achieved a minimum 'B' grade in Maths B in Semester 1, Year 11. However, it is highly recommended that applicants have achieved an 'A' in Maths B. Students achieving well in this subject have better outcomes in MATH1061.
- 2.7 *MATH1071 additional entry requirements*: This course is aimed at students who are interested in advanced mathematics and are planning to major in mathematics at University. Applicants must be studying Senior Maths B and C. To be considered for MATH1071, Applicants must have achieved an 'A' in Maths B and C in Semester 1, Year 11. Students who are intending to study a mathematics related degree (such as Engineering) are recommended to study MATH1051.
- 2.8 *PHIL1110 external via BSDE additional entry requirements*: This course is delivered via the Brisbane School of Distance Education (BSDE) and is open to Queensland state school students that are also studying the 'Philosophy & Reason' course through BSDE.
- 2.9 *MUSC1100 special entry requirements*: Entry to this course is subject to attending and successfully passing an audition (audition date to be confirmed). To be offered an audition, applicants must be achieving a 'B' grade in Senior English and Senior Music in Semester 1, Year 11.

3. Additional application and admission rules – WRIT1999 January short course

- 3.1 To be considered for WRIT1999, applicants are expected to have achieved a minimum 'B' (or equivalent) cumulative average across all of their subjects studied during Semester 1 of Year 11.
- 3.2 Entry into WRIT1999 is limited to students from selected schools as determined by the Office of Domestic Student Recruitment. Solid Pathways and Indigenous Student Ambassador Network (ISAN) students are also eligible to apply.
- 3.3 Applicants who accept a place in WRIT1999 must study their course in intensive mode from Monday 8th January to Friday 12th January, 2018 prior to their first semester of Year 12. Students are required to attend each and every day of the course. Failure to do so may result in a failing grade due to the intensive nature of the course.

4. Enrolment

- 4.1 ESP students will be enrolled at UQ during Semester 1, 2018 (or Summer Semester 2017-2018 for WRIT1999).
- 4.2 ESP students are enrolled at UQ as 'non-award' (ie. a single course not attached to a degree program).
- 4.3 Students are subject to the provisions of UQ statutes and rules during their enrolment, including rules regarding examinations and withdrawing from courses.
- 4.4 Students will be issued a UQ student number and must obtain a UQ Student ID Card to attend examinations and access other UQ services (eg. library resources). ESP students will also 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.

5. Parental/guardian responsibilities

- 5.1 UQ does not accept parental responsibility for ESP students, either while on campus or while involved in UQ-related work or study.

6. Internal courses

- 6.1 ESP students undertaking an internal course (ie. attending classes on campus) will be expected to attend scheduled contact time on campus, which may include lectures, tutorials, practicals and/or seminars.
- 6.2 An ESP student's first priority should be their Year 12 studies. Where attendance at UQ classes would interrupt a student's usual school studies, careful consideration should be given in regards to applying for an ESP course. All students enrolled in internal courses will be expected to sit any examinations on campus during UQ's scheduled examination periods.

7. External and flexible delivery courses

- 7.1 ESP students undertaking an external course will not be required to attend weekly classes on campus. However, online tutorials and discussions, completion of relevant assignments, examinations or attendance at in-house practical sessions may be necessary to complete the required assessment and practical components of the course. Assessment may be submitted online or by post as determined by the course coordinator.
- 7.2 Where an external course has a compulsory in-house practical session, students must attend in order to fulfil the requirements of that course. An in-house practical session involves a period of time (between one to six days) that must be spent on campus. These generally take place during mid-semester break.

8. Examinations

- 8.1 ESP students are subject to UQ's examination policies and procedures and will be expected to be available to undertake examinations during the semester and end of semester central examination period (9-23 June 2018). Students should be aware that these dates may fall outside of their normal school term and holiday breaks.
- 8.2 Students who are enrolled in an external course and who live 200km outside of a UQ campus may be eligible to apply to sit their exam at a centre in their local area.
- 8.3 Students not able to attend examinations due to exceptional and unavoidable circumstances (eg. illness) may be eligible for a deferred exam. The deferred examination period is 18-20 July 2018.
- 8.4 You may be eligible to sit a one-off discretionary deferred exam, if your reason would not be accepted as exceptional and unavoidable circumstances. Full details are available at <https://my.uq.edu.au/services/exams-and-assessment>.
- 8.5 UQ examination periods may coincide with high school examinations. Where that is the case, the student is responsible for contacting UQ Exams to discuss alternative arrangements.
- 8.6 ESP students are not eligible for supplementary examinations.

9. Withdrawal policy – Semester 1 ESP courses

- 9.1 Students can withdraw without academic penalty up to and including 31 March, 2018 (Census Date). The course will not appear on the student's studies report or academic transcript if they withdraw on or prior to Census Date.
- 9.2 Students who withdraw from ESP between 1 April and 30 April, 2018 will have a result of 'W' (withdrawn without academic penalty) listed on their studies report.
- 9.3 Students who withdraw from ESP on or after 1 May, 2018 and before results are finalised will have a result of 'K' (withdrawn with academic penalty) listed on their studies report and their official academic transcript. For the purposes of calculating a grade, a 'K' is a zero.
- 9.4 Students who believe they have grounds to withdraw without academic penalty on and after 1 May, 2018 may make an application in writing requesting withdrawal. Such applications must include comprehensive supporting documentation to substantiate the grounds for the request.
- 9.5 It is the student's responsibility to withdraw from their course using mySI-net by the relevant date (login to <https://www.sinet.uq.edu.au>, follow the prompts to drop course).

10. Withdrawal policy – WRIT1999 January short course

- 10.1 Students can withdraw without academic penalty up to and including 9 January, 2018 (Census Date). The course will not appear on the student's studies report or academic transcript if they withdraw on or prior to Census Date.
- 10.2 Students who withdraw on or after 10 January 2018 and before results are finalised will have a result of 'K' (withdrawn with academic penalty) listed on their studies report and their official academic transcript. For the purposes of calculating a grade, a 'K' is a zero.
- 10.3 Students who believe they have grounds to withdraw without academic penalty on and after 10 January, 2018 may make an application in writing requesting withdrawal. Such applications must include comprehensive supporting documentation to substantiate the grounds for the request.

11. Final results

- 11.1 Students who successfully complete their course with grades of 4, 5, 6, 7 or P will be issued with an academic transcript and certificate of participation and will have this grade recorded as part of their official academic record. Should students enrol in a UQ program at a later date, credit may be granted for the completed course, if appropriate to their program's requirements.
- 11.2 Students who choose to complete their ESP course but receive failing grades of X, 1, 2, 3 or N will have this result recorded on their studies report and on their official academic transcript.
- 11.3 The final ESP grade remains on the student's permanent and official record at UQ.
- 11.4 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.
- 11.5 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.
- 11.6 Students who successfully complete their course will receive one bonus rank (1-99 scale) as part of the UQ Bonus Rank Scheme. Students must indicate that they have completed ESP on their QTAC application, and this is then confirmed and taken into account when their QTAC application is assessed.