

- 1. ESP application and admission rules**
  - 1.1 This document applies to students studying the Effective Thinking and Writing (WRIT1999) intensive course held over five days.
  - 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.
  - 1.6 Applications are dependent on approval by the School principal (or nominated staff member).
  - 1.7 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.
  - 1.8 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/or intend to participate in another offering of ESP at UQ will be considered ineligible.
  - 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 subject to the provisions of UQ statutes and rules during their enrolment, including rules regarding examinations and withdrawing from courses.
  - 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 and every day of the course. Failure to do so may result in a failing grade due to the intensive nature of the course.
  - 2.5 Costs such as travel, textbooks, stationery, photocopying, and field trips are to be met by the student.
  - 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.
- 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 '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.
  - 4.3 Students who believe they have grounds to withdraw without academic penalty on or after day two of the course may make an application in writing requesting withdrawal. Such applications must include comprehensive supporting documentation to substantiate the grounds for the request. More details available at [withdrawing from a course or program](#).
- 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 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.
  - 5.2 Students who choose to complete their ESP course but receive failing grades of X, 1, 2, 3 or N will have this result listed on their studies report and on their official academic transcript.
  - 5.3 The final ESP grade remains on the student's permanent and official record at UQ.
  - 5.4 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.
  - 5.5 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.
  - 5.6 Students who successfully complete their course will 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, and this is then confirmed and taken into account when their QTAC application is assessed.
  - 5.7 Students will receive their final grade when results are released for the relevant semester. This is consistent with UQ grade release policy.