

## READING SUBJECT POLICY

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|----------------------------|---|
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| Related Documents          | UBSS Academic Progression, Monitoring and Intervention policy<br>GCA International Students' Support Policy<br>UBSS Student Code of Conduct |
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| Responsible Officer        | Executive Dean  |
| References and Legislation | National Codes of Practice for International Students (NCPIS) Standard(s):<br>All   |

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## 1 Context

This policy outlines the procedures for administering reading subjects taken by students.

## 2 Scope

### 2.1 Rationale

UBSS acknowledges the importance of student progress throughout their course of study and is committed to offering students the opportunity to continue their studies in all trimesters, including when a low number in a particular subject precludes UBSS offering a regular, face-to-face and timetabled class.

### 2.2 Legislative Context

- The Higher Education Support Act (HESA)
- The Educational Services for Overseas Students Act (ESOS): 2000 The National Code

## 3 Definitions

| Item                   | Definition   |
|------------------------|--|
| <b>Reading Subject</b> | A Reading Subject is a subject that is not offered in regular classroom format in a particular trimester but is made available to one student or a small group of students via limited face-to-face contact with the lecturer supplemented by emphasis on a set of readings. It is typically taken by students who are in their final trimester. |
| <b>Final Trimester</b> | Final Trimester is the last trimester of study for a student who is expected to complete and graduate at the end of that trimester.  |

## 4 Components of a Reading Subject

A Reading Subject is delivered and supervised by an appropriately qualified member of the UBSS academic staff and is supported by informal, face-to-face contact between the student and the lecturer.

Reading Subjects have the same texts, readings, assessments and examination requirements as the same subject when offered in timetable mode. All the standard UBSS academic policies and rules that apply to timetabled subjects apply also to Reading Subjects.

#### 4.1 Eligibility

Students may be considered for a reading subject who:

- Are in their final trimester of their course and/or final approved CoE study period;
- Must complete one or two subjects that are not offered in class format during their final trimester;
- Have not failed the subject/s previously in reading or classroom mode. Where a formal case is made in writing to the **Executive Dean** to repeat a subject in reading mode, the **Executive Dean** takes into account the student's overall academic performance in other subjects. The outcome is at the full discretion of the Executive Dean;
- Have made sound academic progress throughout their course. Students with multiple Fail grades and/or who have received Academic Progress Warnings are not be eligible for a Reading subject unless explicit approval is given by the Academic Executive Dean.

Students are required to enrol in reading subjects and pay the standard tuition fees.

In addition to the above, a reading subject may be offered in cases where:

- The student has one subject to complete their course, and Holiday Leave is granted for compassionate or compelling reasons (documented evidence must be provided).
- Within a BBus major, it enables the progression of a cohort of students where enrolments are less than 10 in regular classroom format or where a core unit is not offered in classroom format in a given trimester. The decision about whether or not to offer a reading subject is at the discretion of the **Executive Dean**, who takes into account projected offerings in all trimesters (including the Summer Trimester) and student needs.

#### 4.2 Process and Approval

All requests to undertake a reading subject must be made in writing to the **Executive Dean** after the timetable for the coming trimester is published and **before** the commencement of that trimester. The **Executive Dean** reviews the request within these guidelines and advises the student of the outcome in writing prior to or during the first week of the trimester.

## 5 Results/Grades

| Percentile | Grade                 | Grade Descriptor   |
|------------|-----------------------|--|
| 85-100     | High Distinction (HD) | Work of <b>outstanding quality</b> on all objectives of the subject. This may be demonstrated by logical argument, clear analysis, critical evaluation and correct use of relevant methodologies (e.g., mathematical modelling). |

|       |                     |   |
|-------|---------------------|---|
|       |                     | This grade may also be given to recognise particular originality or creativity.   |
| 75-84 | Distinction (D)     | Work of <b>superior quality</b> on all objectives, demonstrating a sound grasp of content, together with efficient organisation and selectivity.  |
| 65-74 | Credit (C)          | Work of <b>good quality</b> , showing more than satisfactory achievement on all objectives, or work of superior quality on most of the objectives.  |
| 50-64 | Pass (P)            | Work of <b>satisfactory quality</b> the main objectives of the subject.   |
| 0-49  | Fail (F)            | Work that is of <b>unsatisfactory quality</b> in a compulsory component of the subject or in one or more objectives of the subjects.  |
|       | NA                  | Assessment not attempted.   |
|       | Exemption (E)       | The student has been granted credit for prior study in the same or an equivalent subject and is therefore exempt from studying that subject at UBSS.  |
| 40-49 | F/SE                | A centrally conducted supplementary examination is to be taken within a designated examination period before a grade can be awarded.  |
|       | Result Withheld (W) | The <b>Executive Dean</b> may determine that: Supplementary assessments are required, or that alternative examiners and/or special assessments are required because of misadventure.  |
|       | Withdrawn           | Approval is granted for withdrawal from the subject without academic Fail after the due date. Although the student is not given an academic Fail, they do incur a financial liability for that subject and the status on their academic record for that subject is recorded as 'Withdrawn'. |
|       | Withdrawn/Fail      | The student requested withdrawal from the subject after the due date and approval for withdrawal without academic Fail was not granted. The student incurs a financial liability for that subject and the status on the academic record for that subject is recorded as 'Withdrawn/Fail'.   |

## 6 Document Change Control

| Version | Change Description                          | Date          | Author                  |
|---------|---|---------------|-------------------------|
| v12     | Refreshed format                            | November 2017 | Professor Greg Whateley |
| V12.1   | Change of review date                       | June 2018     | Jotsana Roopram         |
| V13     | Refreshed and new review date               | August 2019   | Prof Ian Bofinger       |
| V14     | Change of review date and removal Exec Dean | March 2021    | Anurag Kanwar           |
| V15     | Position names and Branding update          | December 2023 | Nupur Chanda            |