

Can I appeal against the decision to identify me as a student 'At Risk'?

Yes, if you feel you have been wrongly identified as 'at risk' (eg, you failed only one unit out of four) you can appeal to the faculty to overturn its decision. This information will also be removed from your student file if your appeal is successful.

What support is available to me as a student 'At Risk'?

The University of Sydney website contains detailed information about

- Support services available to students
- The Students At Risk policy
- The various stages and their requirements for students
- Student appeals

You can access this information at www.usyd.edu.au/secretariat/students/riskstudents

We suggest you discuss your situation with a Student Advice and Advocacy Officer (SAAO) at SUPRA. A SAAO can help you work out what you can do to make your situation better, and refer you to any other support services which may be of use to you.

Message from SUPRA

SUPRA supports the general principles behind the *Students at Risk* policy and Staying on Track program. Helping students early is the best way to support students in their studies.

We do, however, have some concerns about the policy, and postgraduates can be assured that SUPRA will make submissions to the University throughout 2009 to try to gain improvements. For more information or to tell us what you think about these policies please contact SUPRA via the contact details below.

Contact Details

You can contact a SUPRA SAAO via:

- Email: help@supra.usyd.edu.au
- Telephone: (02) 9351 3715 or free call number: 1800 249 950 if you are outside the Sydney Metropolitan area.
- In writing: Send a fax to (02) 9351 6400 or post your letter to:
SUPRA
Bld G10, Raglan St
Darlington Campus
University of Sydney NSW 2006 Australia
- Complete a web form:
http://www.supra.usyd.edu.au/Adv/Contact_a_SAAO.html
- Or just come into the office during normal business hours

Disclaimer:

This information does not constitute legal advice. Despite our best efforts there may be errors in the information we give you. Seek a range of advice and up to date information on your particular circumstances before you act on the information provided.

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Students at Risk Policy and Staying on Track Program

an overview for postgraduates



www.supra.usyd.edu.au

What is the Students At Risk Policy?

The University of Sydney has developed the *Students at Risk* policy to help support students. The University recognises that sometimes events in the lives of students can get in the way of successfully participating in their studies. The *Students at Risk* policy is designed to identify students early enough so that interventions prevent students from reaching a point where they face exclusion from the University.

The *Students at Risk* policy is also designed to meet the University's responsibilities outlined in the *Education Services for Overseas Students National Code 2007*.

How can I be identified as a student 'At Risk'?

At the end of each semester the faculty prepares a report to the University's Registrar's Office with the details of students at academic risk. There are several ways you can be identified as 'at risk', for example:

- if you have failed 50% or more of the credit points in which you were enrolled for that semester, or
- if you fail a mandated unit of study, or
- you fail the same unit of study twice.

What is the Staying On Track Program?

The Staying on Track program is part of the procedures outlined in the *Students at Risk* policy. The program aims to give students the support and resources necessary to reduce their risk of exclusion from the University.

What happens when I am identified as a student 'At Risk'?

Once you are identified as 'at risk' you will be part of the Staying On Track program where:

- you will be given a survey to complete,
- advised to attend a Staying On Track Information session,
- you may be required to meet with an academic advisor from your faculty to develop a plan for ensuring you progress adequately in the future.

At this stage you should also seek assistance and support from the appropriate University and student services available - particularly SUPRA!

What if you don't want personal information to be disclosed to the Faculty?

Any information you write on your Staying On Track survey will be available to academic and administrative staff with reason to access your file. If there are personal factors that you think have contributed to you being identified as 'at risk' you should make an appointment with the Counselling Service or the International Student Support Unit who can write a support letter to your faculty (without giving away any personal information).

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- **What Are The Different Stages In The Student At Risk Policy?**
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- When you are identified as a postgraduate 'student at risk' you will fall into one of three stages.
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- **Stage 1** – when students are first identified as being 'at risk' and have not previously been identified as 'at risk' or asked to show cause.
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- **Stage 2** – this stage is only used for undergraduate students, not postgraduates
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- **Stage 3** – the second time postgraduate students are identified as 'at risk' they fall into stage three. At this stage students are required to show cause why they should be allowed to re-enrol and continue in their studies.
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- **Stage 4** – students identified as stage 4 under the policy will face automatic exclusion, although all avenues of appeal are still available to students at this level.
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- If you have been identified as Stage 3 or 4 consult SUPRA and refer to SUPRA's *Show Cause and Exclusion Kit* on the SUPRA website www.supra.usyd.edu.au
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