Academic Standing
RECORD OF ACADEMIC ADVISING INTERVIEW

If your academic standing is anything other than GOOD STANDING you must read this form and seek assistance for the issue/s affecting progression in your program.

It is very important you address the issues affecting your progression in your program; failure to do so may result in your suspension or exclusion from the University. If you have any questions, or you are confused about the academic standing process, please refer to the UNSW Academic Standing policy or contact the CSE Student Office for assistance.

SECTION 1 – STUDENT INFORMATION

Student ID:

Family Name: _____   **Given Names**: _____

Program/Plan: _____   **Phone Number**: _____

Academic Standing Level: _____   **Semester, Year**: _____

Reasons for Poor Performance:

If you are not on GOOD academic standing, it is likely that you are experiencing issues that are adversely affecting your studies and progression in your program. You will need to arrange an **appointment** with a **CSE Advisor** to discuss the issues in more detail and develop a plan for lifting your performance.

Consider the three main categories below and identify which ones apply to your current situation:

Select all that apply	Type of Issue	Advisors
	PERSONAL: Issues of a personal nature, unrelated to your studies. Medical, psychological, living arrangements, one-off problems that have impacted your performance on a temporary basis.	CSE Student Office or Program Director
	ACADEMIC STUDY SKILLS: Difficulty keeping on top of your workload, or staying motivated with your studies. Missing classes, failure to submit all assessments.	CSE Student Office or Program Director
	ACADEMIC KNOWLEDGE: Struggling with the selection of courses, or the course content. Unable to keep up with the class. Unsure whether you are studying the right topics, or if you are in the right program for your interests, strengths, and aspirations.	Program Director (see section 4)

Student Declaration: By submitting this form I confirm that I accept responsibility for the consequences of my actions should I choose not to follow the advice given to me by my academic advisor. I also understand that continued poor performance may lead to my suspension or exclusion from the University.

Submission Date: _____

SECTION 2 – OUTCOME OF DISCUSSIONS WITH ADVISOR

The following recommendations and support services are recommended, and they are designed to assist the student in improving their performance next semester (see section 3 for further details on the below services or recommendations):

- ☐   UNSW Counseling and Psychological Services (CAPS)
- ☐   NavigateME
- ☐   Academic English Courses
- ☐   CSE Private Tutor Database
- ☐   Academic Skills Workshops
- ☐   Phoenix Rising Workshop
- ☐   Back On Track program
- ☐   Learning Centre
- ☐   Reduced Study Load:
- ☐   Program or Plan Change
- ☐   OTHER:

Comments:

Program Authority name: _____

Date Program Authority was seen: _____

SECTION 3 – SERVICES AND SUPPORT NETWORKS AVAILABLE AT UNSW

UNSW Counseling and Psychological Services (CAPS)

The UNSW Counselling and Psychological Services provides a free and confidential service to all students enrolled at UNSW. A range of services are offered to assist students to make the most of their university experiences, such as:

- Individual counselling
- specific programs, workshops and seminars for skills development
- Self-help resources so that students can help themselves to information and resources that promote wellbeing and adjustment to university life
- https://www.counselling.unsw.edu.au/

NavigateME

NavigateME is a student-focused online tool developed by the Early Intervention Team in collaboration with the Student Participation Advisors. The tool allows students to identify issues or concerns they relating to their academic study and/or personal life. This benefits students by providing assistance in identifying issues and concerns, offers information on available services at UNSW and links students to relevant resources.

- https://navigateme.unsw.edu.au/

Academic English Courses

If you are having issues with the English Language requirements in your program have a look at the short courses offered by the UNSW Institute of Languages designed to improve your academic English.

- http://www.languages.unsw.edu.au/courses/academic-english/

CSE Private Tutor Database

If you need assistance with computing courses, which you are enrolled in, it may be beneficial to engage a CSE private tutor for a small fee. We have many tutors available for CSE courses.

Link: https://my.cse.unsw.edu.au/tutors.php

UNSW Student Life and Learning service, provides the following services which assists in improving your academic skills:

Academic Skills Workshops

The Learning Centre offers a range of free workshops to help you to develop your academic skills. Some academic skills workshops focus on different tasks such as writing essays, oral presentations, reports and research papers. Other workshops develop skills essential to academic study such as avoiding plagiarism, critical thinking and referencing. Workshops are designed for undergraduate and postgraduate students. Some are specifically designed for students whose first language is not English. Some workshops are 'once only', while others are run as a series and may be held once a week for several weeks. Visit The Learning Centre's workshop e-booking system to view weekly schedules and to make bookings.

Link: https://student.unsw.edu.au/academic-skills-workshops-and-courses

Phoenix Rising Workshop

A phoenix is an ancient Greek mythological creature that signifies new beginnings. Phoenix Rising provides resources for students to self-assess and to recover from academic underachievement to set themselves back on the path to successful academic experience.

Link: https://student.unsw.edu.au/phoenix

Back On Track program

If your studies have gone "off track" or you are struggling to stay on track then chances are your university life isn't the fulfilling experience for which you had hoped. If you need assistance, the Back OnTrack program is a structured online learning resource designed to help you assess why you have gotten off track and make a plan to get back on track.

Even if your academic standing is poor, you are returning from a period of suspension or exclusion, or you were really disappointed in your results last semester, this program can give you the confidence to implement decisions that make your time at university count

Link: https://student.unsw.edu.au/backontrack

SECTION 4 – PROGRAM DIRECTORS and ADVISORS

You will need to arrange an **appointment** with your **Academic Advisor** listed below to discuss and address the academic issues affecting your progression and ways to improve your performance prior to the commencement of semester. In your appointment you will complete section 1 and 2 and submit this form via email to the CSE Student Office.

Bioinformatics

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Computer Science

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Computer Engineering

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Software Engineering

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Postgraduate Programs

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CSE Student Office

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