

SUPPORT FOR STUDENTS POLICY 2023

The Deputy Vice-Chancellor (Education), as delegate of the Senate of the University of Sydney, adopts the following policy.

Dated: 18 December 2023 (commencing 1 January 2024)

Last amended: 19 January 2024 (administrative amendments)

30 January 2024 (administrative amendments)

13 May 2024 (administrative amendments)

Signature: Professor Joanne Wright

Position: Deputy Vice-Chancellor (Education)

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PART 1 - PRELIMINARY

1 Name of policy

This is the Support for Students Policy 2023.

2 Commencement

This policy commences on 1 January 2024.

3 Policy is binding

Except where expressly stated, this policy binds the University, staff, students and affiliates.

4 Statement of intent

This policy:

- (a) states the University's commitment to:
 - (i) supporting students academically; and
 - (ii) making the University safe for students;
- (b) sets out the University's responsibilities for supporting students' success;
- (c) sets out processes for identifying and supporting students at risk of not successfully completing their studies; and
- (d) is published in accordance with the University's obligations under the [Higher Education Support Act 2003 \(Cth\)](#).

5 Application

- (1) This policy applies to:
 - (a) the University, staff, students and affiliates; and
 - (b) any University-related conduct or activities affecting students.
- (2) This policy must be read together with University Rules, policies, procedures, faculty resolutions and course resolutions.

6 Definitions

(1) In this policy:

census date	has the meaning given in the Coursework Policy . That is: means the date on which a student's enrolment in a unit of study becomes final
early feedback task	has the meaning given in the Assessment Procedures . That is: an assessment conducted prior to the census-date of the semester or teaching block in which the unit is offered. A pre-census assessment task will normally have a low weight in the assessment framework for the unit and may have no weight (0%).
faculty	means a faculty or a University school, as appropriate Note: See University of Sydney (Governance of Faculties and University Schools) Rule .
Learning Hub	means the unit in the Pro Vice-Chancellor (Student Life) team that supports students to develop academic and study skills.
LMS	means learning management system. This is the online system that hosts unit of study websites.
SCANA	means the Student Communication and Needs Analysis. This is a diagnostic and support program for language and academic skills. It is delivered by the Learning Hub.
Student Wellbeing	means the unit in the Pro Vice-Chancellor (Student Life) team that supports student health and wellbeing.
unit of study	has the meaning given in the Learning and Teaching Policy . That is: means the smallest stand-alone component of an award course that is recordable on a student's transcript. Units of study have an integer credit point value, normally six credit points, except where approved by the Academic Board.

PART 2 - SUPPORT FOR STUDENTS

7 Identifying students at risk of not successfully completing their units of study

- (1) The University provides services and systems to help identify students at risk of not successfully completing a unit of study.

- (2) A student may be at risk of not successfully completing a unit of study if they:
 - (a) do not achieve a satisfactory result in an early feedback task in a 1000 level unit of study;
 - (b) have not actively engaged with the University's LMS by:
 - (i) 5:00PM on Wednesday in Week 2 of a 1000 level unit; or
 - (ii) 5:00PM on Day 2 of a 1000 level intensive unit;
 - (c) enrolled in a unit of study, which is not taught in intensive mode, after 5:00PM on Wednesday in Week 2 of a 1000 level unit; or
 - (d) have previously failed a unit of study.
- (3) A student who reports academic or other risk factors may also be identified as at risk.

8 Providing academic support

- (1) The University provides support to help students successfully complete their units of study.
- (2) Academic support may include:
 - (a) academic advisory services;
 - (b) Learning Hub services;
 - (c) peer mentoring programs; or
 - (d) other relevant supports.
- (3) Students [may apply to the University](#) for academic support.
- (4) For students who have failed a unit of study, as provided in subclause 7(2)(d), Student Administration Services will contact the student by email with information about support services.
- (5) All identifications, referrals, and support provided must be recorded.
Note: See [Recordkeeping Policy](#).
- (6) Where possible, the University will communicate with students identified as being at risk and direct them to support services before the census date.
Note: See clause 10.
- (7) Students admitted under the following special admission programs may receive additional support as part of the program:
 - (a) MySydney Scholars Program; and
 - (b) Gadigal Program.
- (8) Students identified as being at risk of not meeting progression requirements under clause 91 of the [Coursework Policy](#) will be advised of available support services, in accordance with that policy.

9 Providing non-academic support

- (1) The University offers a wide range of non-academic services to support students and enable them to remain engaged with their units of study. These include:

- (a) [individual counselling services](#);
- (b) [health and wellbeing services](#);
- (c) [inclusion and disability services](#); and
- (d) [financial support](#).

Note: See Schedule 2 for a list of non-academic support services available to students. See also Schedule 2 of the [Students Critical Incidents Procedures](#) and Schedule 2 of the [Student Sexual Misconduct Response Procedures](#).

- (2) Students may contact [Student Wellbeing](#) for non-academic support.
- (3) Staff may inform the University about students who may require targeted academic or non-academic support by submitting a [Student Wellbeing Care Report](#).
- (4) Student Wellbeing will review contacts and referrals, and provide students with a response.
- (5) All identifications, referrals, and support provided must be recorded.

Note: See [Recordkeeping Policy](#).

10 Access to support services before census date

- (1) The University aims to provide access to support services before the relevant census date for students:
 - (a) identified as at risk under subclause 7(2);
 - (b) who request support before the census date; or
 - (c) who disclose risk factors that indicate a need for support.
- (2) The [University website](#) includes information about response times for students who contact the Student Centre.
- (3) Consistently with the [Coursework Policy](#), a student may discontinue enrolment in a unit of study before the census date:
 - (a) without financial liability for the units of study; and
 - (b) with an outcome of 'withdrawn' (WD).

Note: See clause 70 of the [Coursework Policy](#).

- (4) If it is apparent before census date that a student is likely to be absent for an extended period, the faculty should:
 - (a) discuss with the student the option of withdrawal without failure; and
 - (b) inform the student of relevant support services.

11 Identifying students in need of targeted academic support

- (1) The Learning Hub provides academic support for students, including:
 - (a) targeted academic language and learning support; and
 - (b) targeted mathematics and numeracy support.
- (2) Learning Hub supports may take the form of:
 - (a) one-to-one consultations, online or in person;
 - (b) drop-in sessions;
 - (c) academic skills workshops;
 - (d) peer-assisted study sessions;
 - (e) peer-facilitated conversational English language programs; and
 - (f) self-access online resources.
- (3) Faculties may use Learning Hub or other services to identify students in need of targeted academic support.
- (4) Staff may refer a student for additional academic support, including relevant study resources and targeted support.

Note: See Schedule 1 for weblinks to the Learning Hub Canvas site.

Note: See the [Learning Hub Student Referral](#) form.

12 Academic adjustment arrangements

- (1) Academic adjustment arrangements are available for students. These include:
 - (a) simple extensions;
 - (b) special consideration;
 - (c) accessible examination and assessment conditions for students registered with [Inclusion and Disability Services](#); and
 - (d) special arrangements for assessments.

Note: See clauses 81-85 of the [Coursework Policy](#), and clauses 12-14 of the [Assessment Procedures](#).

13 Peer support services and other supports

- (1) The University provides access to peer support services and other supports. These include:
 - (a) peer support advisers;
 - (b) peer learning advisers;
 - (c) peer mentoring programs;
 - (d) peer-assisted study sessions;
 - (e) the [Mentoring Our Brothers and Sisters Program](#), for Aboriginal and Torres Strait Islander students;
 - (f) co-curricular programs team, to assist students in University accommodation; and

- (g) peer-facilitated sexual health and consent training for international students.

Note: See Schedules 1 and 2 for links to peer support services available to students.

14 Support from academic staff

- (1) At the beginning of the teaching block, the Unit of Study Coordinator will send an email to students that:
 - (a) welcomes them to the unit of study; and
 - (b) includes information on available support.
- (2) Academic staff may identify a student as at risk of not completing a unit of study if the student:
 - (a) demonstrates low engagement with the unit content;
 - (b) has assessment results that indicate a risk of failing;
 - (c) is enrolled in a 1000 level unit and:
 - (i) does not achieve a satisfactory result in an early feedback task;
 - (ii) does not log into the LMS by the time specified in subclause 7(2)(b); or
 - (iii) enrolls after the time specified in subclause 7(2)(c); or
 - (d) contacts the staff member about matters that may be affecting their study.
- (3) A staff member who identifies a student as at risk under subclause 14(2)(a)-(b) should contact the student by email.
 - (a) The staff member should state their concerns about the student's progress and inform them about available support services.
- (4) If the student is identified under subclause 14(2)(c), the Unit of Study Coordinator should contact the student by email before the census date.
 - (a) The email should inform the student about options for support.
 - (b) Options for support include:
 - (i) learning advice support;
 - (ii) unit-specific support;
 - (iii) enrolment advice; and
 - (iv) other support, including wellbeing and financial support.
 - (c) If the student is satisfied they can continue in the unit they may opt to receive no further support.
 - (d) The correspondence must be recorded in the student record keeping system.

Note: See subclause 5(12) of the [Assessment Procedures](#).

- (5) If the identified student has contacted a staff member about matters impacting their study, the staff member should provide the student with:
 - (a) details of when the staff member will be available to provide academic advice;
 - (b) information about special consideration, simple extensions, or special arrangements; and
 - (c) links to available support services.
- (6) If a student has reported:
 - (a) a critical incident, the response must be managed under the [Student Critical Incident Procedures](#);
 - (b) sexual misconduct or sexual harassment, the response must be managed under the [Student Sexual Misconduct Policy](#) and [Student Sexual Misconduct Response Procedures](#).

15 Crisis and critical harm responses

All crisis and critical harm response arrangements will be managed under the [Student Critical Incident Procedures](#).

Note: See also the [University Emergency Response Plan](#).

16 Inclusive support services

- (1) The University provides a range of age, cohort, and culturally appropriate support services.
- (2) For Aboriginal and Torres Strait Islander students, these include:
 - (a) access to cultural resources in the University Library;
 - (b) a Wellbeing and Cultural Safety Officer in the Pro-Vice-Chancellor (Student Life) team to assist with accommodation at regional and remote campuses;
 - (c) an Indigenous Tutorial Assistance Scheme operated by the Gadigal Centre; and
 - (d) the Wingara Mura Resource Centre and [culturally safe spaces](#).
- (3) For students registered with Inclusion and Disability Services, these include:
 - (a) a faculty Academic Plan Lead – Disability in each faculty to assist with adjustments; and
 - (b) a registration form for students to obtain support from [Inclusion and Disability Services](#).
- (4) For international students below the age of 18, these include:
 - (a) appropriate accommodation, support, and welfare arrangements;
 - (b) appropriate checking and monitoring of the suitability of these arrangements;

Note: See the [Under 18 International Students Policy](#) and the [Under 18 International Students Procedures](#).
- (5) For students affected by critical incidents, see the [Students Critical Incidents Procedures](#).

- (6) For students who have experienced sexual misconduct or sexual harassment, see the [Student Sexual Misconduct Policy](#) and [Student Sexual Misconduct Response Procedures](#).
- (7) Academic adjustments, simple extensions, special arrangements, and special consideration due to illness, injury or misadventure are available to coursework students, under Part 14 of the [Coursework Policy](#).

17 Academic advisers

- (1) Faculties provide academic advisers to advise students about their studies and academic progression.
- (2) The University offers regular student advising hubs to connect students to course planning advice from academic and specialist staff.

Note: See [Academic Advice](#) webpage for further information.

18 Privacy

The [Privacy Policy](#) and the [Privacy Procedures](#) apply.

PART 3 - REVIEW AND REPORTING

19 Review

- (1) The Deputy Vice-Chancellor (Education) will consult annually with key stakeholders about:
 - (a) implementation of this policy;
 - (b) resources required to maintain effective support to students;
 - (c) lessons learned; and
 - (d) if necessary, proposed amendments to this policy.
- (2) The Deputy Vice-Chancellor (Education) will provide the outcomes of the annual review to the:
 - (a) University Executive Education Committee;
 - (b) University Executive; and
 - (c) Academic Board.

20 External reporting

The University will provide reports to the Department of Education about the implementation of this policy, as required by legislation.

Note: See [Higher Education Support Act 2003 \(Cth\)](#)

21 Responsibilities

- (1) **The University** is responsible for:
 - (a) providing services and systems to identify students at risk of not successfully completing a unit of study;
 - (b) providing appropriate support services for students;
 - (c) communicating information about its student support systems and services:
 - (i) to the general public, through the [University website](#) and [Policy Register](#);
 - (ii) to students generally, through email; and
 - (iii) for students identified as being at risk, through direct contact.
- (2) **Students** are responsible for:
 - (a) actively engaging with their units of study and academic requirements;
 - (b) asking for support if they think it is required;
 - (c) regularly checking their student University email;
 - (d) engaging with support services when contacted by the University; and
 - (e) maintaining a cooperative and collaborative approach towards support services.

NOTES

Support for Students Policy 2023

Date adopted:	18 December 2023
Date commenced:	1 January 2024
Date amended:	19 January 2024 (administrative amendments)
	30 January 2024 (administrative amendments)
	13 May 2024 (administrative amendments)
Owner:	Deputy Vice-Chancellor (Education)
Review date:	1 January 2025
Rescinded documents:	

Related documents: *Higher Education Support Act 2003 (Cth)*

[Student Charter](#)

[Coursework Policy](#)

[Learning and Teaching Policy](#)

[Recordkeeping Policy](#)

[Privacy Policy](#)

[Student Sexual Misconduct Policy](#)

[Student Sexual Misconduct Response Procedures](#)

[Privacy Procedures](#)

[Assessment Procedures](#)

[Student Critical Incident Procedures](#)

AMENDMENT HISTORY

Provision	Amendment	Commencing
Schedule 2 - Non-Academic Support	Moved 'Sydney Uni app' with relevant link to the top of the list.	19 January 2024
Schedule 2 - Non-Academic Support	Replaced 'Transition to Sydney' with 'Arriving in Sydney' Lodge an enquiry regarding arriving in Sydney'	19 January 2024
Schedule 2 - Non-Academic Support	Replaced 'New Student Welcome Guide' with 'A guide for new students'	19 January 2024
Schedule 2 - Non-Academic Support	Inserted additional support 'Life@Sydney - digital activities covering where, when and how to seek support and your self-development' with relevant link	19 January 2024
Schedule 2 - Non-Academic Support	Deleted, 'Getting Started at University' with relevant link	19 January 2024

Provision	Amendment	Commencing
Schedule 2 - Non-Academic Support	Deleted 'International Guide 2024' with relevant link	19 January 2024
Schedule 2 - Non-Academic Support	Replaced 'Get Prepared module for first year students' with 'Uni Ready Toolkit' including updated link	19 January 2024
Schedule 2 - Non-Academic Support	Updated link to 'Speak & Connect program'	19 January 2024
Schedule 2 - Non-Academic Support	Updated link to 'TalkCampus app'	19 January 2024
Schedule 2 - Non-Academic Support	Inserted additional support 'Student life, wellbeing and support' with relevant link	19 January 2024
Schedule 2 - Non-Academic Support	Deleted 'International Student Support'	19 January 2024
9(3)	Amended hyperlink to 'Student Wellbeing Care Report'	30 January 2024
Throughout	Administrative amendments to remove the year in policy references	13 May 2024

SCHEDULE 1 – ACADEMIC SUPPORT

UNIVERSITY SUPPORT AVAILABLE TO ALL STUDENTS

SUPPORT:	AVAILABLE FROM:
Faculty or school-specific academic advice	https://www.sydney.edu.au/students/course-planning/academic-advice.html
Academic language and learning support	https://www.sydney.edu.au/students/learning-hub-academic-language.html
Mathematics learning support	https://www.sydney.edu.au/students/learning-hub-mathematics.html
Academic Skills for University Success Specialization	https://www.coursera.org/specializations/academic-skills
Study skills	https://www.sydney.edu.au/students/browse.html?category=your-studies&topic=study-skills
Peer mentoring programs	https://www.sydney.edu.au/students/peer-mentoring-programs.html
Peer-facilitated programs	https://www.sydney.edu.au/students/learning-hub-academic-language/peer-facilitated-programs.html
Lucy Mentoring program	https://www.sydney.edu.au/students/lucy-mentoring-program.html
Business Industry Mentoring Program	https://www.sydney.edu.au/students/business-industry-mentoring-program.html
Dalyell professional mentoring program	https://www.sydney.edu.au/students/dalyell-scholars/professional-mentoring.html
Peer-assisted study sessions -delivered by the Learning Hub (all students) -delivered by the Sydney Business School (business school students)	https://www.sydney.edu.au/students/pass.html
Maths in Business program	https://www.sydney.edu.au/students/maths-in-business.html
Library student support	https://www.library.sydney.edu.au/study/student-support/
Degree planning	https://www.sydney.edu.au/students/course-planning.html
Academic advice	https://www.sydney.edu.au/students/course-planning/academic-advice.html

SUPPORT:	AVAILABLE FROM:
One-on-one student advising support	https://sydneyuni.service-now.com/sm?id=sc_cat_item&sys_id=ed1a46f3db1a6950c5453632f39619a3&sysparm_category=a284f866db2d15d0c5453632f3961909
Support with degree decisions	https://www.sydney.edu.au/students/degree-decisions.html
Stay on track questionnaire	https://sres.sydney.edu.au/portals/96F1EF17_4C_C1_477F_9B09C7BAFD4BFB22/view
Academic progression	https://www.sydney.edu.au/students/academic-progression.html
Special consideration and arrangements	https://www.sydney.edu.au/students/special-consideration.html
Career advice	https://www.sydney.edu.au/careers/
Sydney Careerhub	https://careerhub.sydney.edu.au/students/login?ReturnUrl=%2f
Student Life Grants	https://www.sydney.edu.au/students/student-life-grants.html
Student complaints	https://www.sydney.edu.au/students/complaints/process.html

SPECIFIC SUPPORT FOR ABORIGINAL AND TORRES STRAIT ISLANDER STUDENTS

SUPPORT:	AVAILABLE FROM:
Access to an academic adviser from each Faculty	support.gadigal@sydney.edu.au
Access to the Indigenous Tutorial Access Scheme for undergraduate and postgraduate coursework	https://itas.techlab.works/login/?next=/
Pathways and opportunities in the Faculty of Medicine and Health	https://www.sydney.edu.au/medicine-health/study-medicine-and-health/indigenous-student-pathways.html
Gadigal Program	https://www.sydney.edu.au/study/applying/admission-pathways/aboriginal-and-torres-strait-islander-pathways.html#gadigal
Extended Bachelor's Programs	https://www.sydney.edu.au/study/applying/admission-pathways/aboriginal-and-torres-strait-islander-pathways.html#extended-bachelor
Supportive study environments	https://www.sydney.edu.au/students/support-and-safe-spaces/safe-spaces.html

SUPPORT:	AVAILABLE FROM:
Mentoring Our Brothers and Sisters (MOBS) Program	support.gadigal@sydney.edu.au
Support for postgraduate and coursework students	support.gadigal@sydney.edu.au
Access to pastoral care, social and cultural opportunities	support.gadigal@sydney.edu.au

SCHEDULE 2 – NON-ACADEMIC SUPPORT

SUPPORT SERVICES PROVIDED BY THE UNIVERSITY

SUPPORT:	AVAILABLE FROM:
Sydney Uni app	https://www.sydney.edu.au/students/student-it/apps.html
Welcome program	https://www.sydney.edu.au/students/welcome.html
Arriving in Sydney Lodge an enquiry regarding arriving in Sydney	https://www.sydney.edu.au/students/transition-sydney.html
A guide for new students	https://www.sydney.edu.au/students/a-guide-for-new-students.html
Life@Sydney - digital activities covering where, when and how to seek support and your self-development	https://www.sydney.edu.au/students/a-guide-for-new-students.html
Undergraduate Guide 2024	https://www.sydney.edu.au/content/dam/corporate/documents/study/guides/usyd-undergraduate-guide.pdf
Uni Ready Toolkit	https://unireadytoolkit.com.au/
Speak & Connect program	https://mentoring.sydney.edu.au/p/p7/about
Aboriginal and Torres Strait Islander students	https://www.sydney.edu.au/engage/schools/aboriginal-and-torres-strait-islander-programs-for-high-school-students.html https://www.sydney.edu.au/scholarships/domestic/bachelors-honours/aboriginal-and-torres-strait-islander.html
Sonder - 24/7 Safety and Wellbeing app for international students	https://www.sydney.edu.au/students/sonder.html
TalkCampus app	https://www.sydney.edu.au/students/talkcampus.html
General financial support, including loans, bursaries and vouchers	https://www.sydney.edu.au/students/financial-support.html
Lodge a financial support enquiry	https://sydneyuni.service-now.com/sm?id=sc_cat_item&sys_id=11a13a81dbca3410eab96a1505961948&sysparm_category=3e623a81dbca3410eab96a1505961952

SUPPORT:	AVAILABLE FROM:
Student Accommodation services	http://www.sydney.edu.au/accommodation
Inclusion and Disability Services	https://www.sydney.edu.au/students/health-wellbeing/inclusion-and-disability.html
Student life, wellbeing and support	https://www.sydney.edu.au/students/support.html
Wellbeing support	https://www.sydney.edu.au/students/health-wellbeing.html
Counselling and psychological services	https://www.sydney.edu.au/students/health-wellbeing/counselling.html
University Health Services	https://www.sydney.edu.au/students/health-wellbeing/health-services.html
LGBTQIA+ contacts and support	https://www.sydney.edu.au/students/lgbtiq-pride-network/lgbtiq-support.html
Student IT support	https://www.sydney.edu.au/students/student-it.html
Childcare support	https://www.sydney.edu.au/students/childcare.html
Faith and religion	https://www.sydney.edu.au/students/faith-religion.html
Multifaith Chaplaincy Centre	https://www.sydney.edu.au/chaplains
University of Sydney Crisis Line	5pm to 9am weekdays; 24 hrs weekends & public holidays for students in distress T:1300 474065 SMS Chat:0488 884 429
Campus Security	Available 24 hours, 7 days T:02 9351 3333 or 1800 SYD HLP (1800 793 457) In an emergency dial 000
Student Centre	T:1800 793 864 or +61 2 8627 1444 (overseas)
Higher Degree by Research Administration Centre	https://www.sydney.edu.au/students/student-contacts-enquiries/hdrac.html
Student Compliance	https://www.sydney.edu.au/student-visas
Student Affairs Unit	https://www.sydney.edu.au/students/contact-studentaffairs
Safer Communities Office Support	https://www.sydney.edu.au/students/sexual-assault T:02 8627 6808 or 1800 SYD HLP (1800 793 457) E: safer-communities.officer@sydney.edu.au

SUPPORT SERVICES PROVIDED BY STUDENT ORGANISATIONS

ORGANISATION	SECTION / AREA	SERVICES
Students Representative Council (SRC) -for undergraduate students https://srcusyd.net.au/ 9660 5222	SRC Caseworkers -assist with academic and welfare issues -free independent and confidential advice	-academic rights & appeals -special Consideration & special arrangements -HECS & fee refunds - academic misconduct & dishonesty allegations -show cause & exclusion -Centrelink -financial issues -tenancy & accommodation -harassment & discrimination
	SRC Solicitors - free legal advice, representation in court where relevant, and a referral service	- police and court matters -traffic, transport offences and fines -immigration law & visas -employment law -consumer rights -NCAT matters -witness / certify documents
	Referral to external lawyers , who charge fees	-family law -property
	Financial help	\$50 emergency loans, calculator loans and science and lab equipment loans

ORGANISATION	SECTION / AREA	SERVICES
Sydney University Postgraduate Representative Association -for postgraduate students -free confidential and professional services - https://supra.net.au/ https://supra.net.au/contact Additional information on website, including articles in simplified Chinese	SUPRA Casework Service	- academic matters, including appeals and academic integrity -welfare matters, including renting
	SUPRA Legal Service	-visas & migration law -fines -employment law -intellectual property
University of Sydney Union (USU) -provides on campus student services -supports clubs and societies	Clubs and Societies https://usu.edu.au/clubs	-supports over 200 clubs and societies, providing students with the opportunity to meet other students with similar interests
	Wellbeing https://usu.edu.au/wellbeing	-provides a wellbeing program, support and resources for clubs and societies executives and USU members
	Food Hub https://usu.edu.au/food-drink/foodhub	-provides food and other essentials for University students
	Student Savers https://usu.edu.au/student-savers	-provides free and subsidised meals across campus