A. BACKGROUND

Academic Standing indicates a student’s current progress towards completion of program. It is very important for students with Academic Standing other than GOOD to address issues affecting their progression by referring to the UNSW Academic Standing Page and by consulting the School Office for assistance.

Student ID: _____________________  Program/Plan: _______________________

Family Name: ___________________  Given Name: _________________________

Student Status: International / Local (please choose one)

Academic Record: Semester: _______, Year: ______

UOC Attempted: _______________________  UOC Passed: ______________________

Previous Semester Standing: _____________________

Current Semester Standing: ______________________

B. CIRCUMSTANCES AFFECTING ACADEMIC PERFORMANCE

If a student is not on GOOD Academic Standing, it is likely that student is experiencing issues that are adversely affecting their studies and progression in program.

Consider the main categories below and identify factors affecting student’s academic performance. Student may choose to complete the table below before or during the meeting with Academic Adviser.

<table>
<thead>
<tr>
<th>Select</th>
<th>Categories</th>
<th>Comments (student/academic adviser)</th>
</tr>
</thead>
<tbody>
<tr>
<td>PERSONAL:</td>
<td>Issues of personal nature, unrelated to studies. Emotional and physical health, living arrangements, relationships, finances, one-off problems that have impacted studies on temporary basis.</td>
<td></td>
</tr>
<tr>
<td>ACADEMIC:</td>
<td>Struggling with course selection or course content, difficulty keeping up with workload, missing classes and failure to submit all assessment. Unsure about degree/program, academic assistance.</td>
<td></td>
</tr>
<tr>
<td>UNI LIFE:</td>
<td>Study techniques, making friends, career planning, living in new place, succeeding at uni, getting involved with uni activities.</td>
<td></td>
</tr>
<tr>
<td>ADMIN:</td>
<td>Unsure of student administrative process and deadlines, struggling to use myUNSW portal, enrolment dates, last day to drop courses, census date, program leave, special consideration application.</td>
<td></td>
</tr>
<tr>
<td>OTHERS:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
C. ACADEMIC ADVICING INTERVIEW

School Academic Advisers
- PGRD Programs Contact TETB Shared Services
- UGRD Programs Dr Furqan Hussain

UNSW Support Services
The following support services are recommended. These are designed to assist students in improving performance.

- UNSW Navigate Me https://navigateme.unsw.edu.au/
- UNSW Counselling and Psychological Services (CAPS) https://www.counselling.unsw.edu.au/
- Student Development International https://student.unsw.edu.au/international
- Academic English Course https://www.languages.unsw.edu.au/courses/academic-english
- Academic Writing in Engineering/Science https://student.unsw.edu.au/writing-engineering-science
- UNSW Learning Centre http://www.lc.unsw.edu.au/
- Student Life and Learning http://www.studentlifelearning.unsw.edu.au/
- UNSW Education Support Service https://student.unsw.edu.au/advisors
- Back On Track Program https://student.unsw.edu.au/backontrack
- ARC Student Clubs http://www.arc.unsw.edu.au/
- UNSW Careers & Employment http://www.careers.unsw.edu.au/
- UNSW Student Equity and Disabilities Unit http://www.studentequity.unsw.edu.au/
- UNSW Student Central https://student.unsw.edu.au/central
- Program Leave https://student.unsw.edu.au/program-leave
- UNSW Program Authorities Contacts https://student.unsw.edu.au/program-contacts

Recommendations arising from interview including details of course enrolment plan:

<table>
<thead>
<tr>
<th>Enrolment Plan</th>
<th>for Semester ____</th>
<th>Year ____</th>
<th>UOC approved: Full Load or *Reduced Load</th>
</tr>
</thead>
<tbody>
<tr>
<td>[If student wish to enrol in a 24uoc Full Load, please provide explanation on circumstances for doing so]</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*International Student with Reduced Load must seek approval by following instructions outlined here: https://student.unsw.edu.au/reduce-study-load - reducing study load may have an impact on Student Visa.

D. SIGNATURES

Original of this record of interview to be retained by the School, and a copy to be given to student.

Name and Signature of Academic Adviser: __________________________________________
Name and Signature of Student: __________________________________________
Date of Interview: __________________________

Last updated: November 2016