



### ACADEMIC PROGRESSION – STAGE 1

More information for students at Stage 1 of the Academic Progression register can be found at:

- [Academic Progression – General Information for students in Engineering and IT](#)
- [Academic Progression – Stage 1 Information for students in Engineering and IT](#)
- [Complete Academic Progression Policy](#)

#### **What are you required to do under the policy?**

- You are **required** to have a meeting with your academic advisor in your school (list attached to this document)
- We **strongly recommend** that prior to the meeting you download and honestly consider and answer the stage 1 self reflection survey. We recommend you give your advisor a copy of your completed survey so that your advisor will discuss the issues you have included in your answers and will also give you enrolment advice.
- We recommend you attend a Staying on Track information session.

#### **Self reflection survey (student to fill this in)**

Student name: .....

Student number: .....

Student email: .....

#### **Academic advisor (advisor to fill this in)**

Advisor name: .....

Date of meeting: .....

Summary of advice to student: .....

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**Advisor instructions:**  
After the interview, please keep this form, then send to **Engineering Faculty Office, PNR Building, J02**

- Faculty office instructions:**
- 1: Scan the student survey, and email back to the student.
  - 2: File original



## **Staying on Track Survey – Stage 1**

The University appreciates that many students experience difficulties during their degrees. Circumstances such as housing difficulties, financial issues and personal or health problems can impact on your academic performance.

It is important to recognise when these problems are occurring, to identify the cause and to seek assistance in resolving them. This survey has been designed to assist you in identifying and explaining the reasons why your academic performance has been below a satisfactory level which has led you to being identified as being at risk of not completing your Degree course. The survey should take no longer than five minutes to complete.

This survey is designed to help students reflect on what has been causing their progression to be below satisfactory levels.

There may be some circumstances that you may not be able to resolve. If your circumstances get too tough you can always defer or withdraw from your Degree course. It is advised that you should consult the Faculty and student advisors from the SRC and SUPRA before making a decision about your enrolment.

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### **Part One – Study**

2. Are you enjoying the degree course that you have chosen?
- a) Yes
  - b) No

If you answered no, can you briefly describe why not?

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3. Are you enrolled in more than 24 credit points per semester:
- a) Yes
  - b) No

If you answered yes, can you briefly describe why?

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4. Do you find it difficult to:
- a) Find time to study \_\_\_\_\_ Yes / No
  - b) Attend tutorials or lectures \_\_\_\_\_ Yes / No

5. Are you struggling with any of the following:
- a) Key concepts in any of your subjects \_\_\_\_\_ Yes / No
  - b) Required skills \_\_\_\_\_ Yes / No
  - c) University (or English) language \_\_\_\_\_ Yes / No
  - d) Strategies for learning (e.g. time management) \_\_\_\_\_ Yes / No

Please describe any problems you are experiencing and in what unit of study you are experiencing them.

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6. Would you seek assistance for these problems?
- a) Yes
  - b) No

If you answered yes to the above question, who would you contact to seek assistance?

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7. Would you consider any extra tuition either from within the University, or privately?
- a) Yes
  - b) No

8. Have you attended any Faculty orientation days or workshops or similar?
- a) Yes
  - b) No

9. If you answered yes, were they helpful?
- a) Yes
  - b) No

10. Would you consider reducing your study load in a semester?
- a) Yes
  - b) No

11. Have you ever applied for Special Consideration for any Unit of Study?
- a) Yes
  - b) No

12. Please indicate, by circling, if you know of the following services?

- a) University Counselling Service \_\_\_\_\_ Yes/No  
<http://www.usyd.edu.au/stuserv/welfare/counselling.shtml> Telephone: +61 2 9351 2228
- b) University Health Service \_\_\_\_\_ Yes/No  
<http://www.unihealth.usyd.edu.au/> or Telephone: +61 2 9351 3484 Wentworth Building or telephone: 02 9351 4095 Holme Building
- c) Student Representative Council (SRC) \_\_\_\_\_ Yes/No

[\(http://www.src.usyd.edu.au/](http://www.src.usyd.edu.au/) or Telephone: +61 2 9660 5222)

d) Sydney University Postgraduate Representative Association (SUPRA) \_\_\_ Yes/No  
(<http://www.usyd.edu.au/supra/> or Telephone +61 2 9351 3715 or 1800 249 950 (free call for anyone outside the Sydney Metro area))

e) International Office \_\_\_\_\_ Yes/No  
(<http://www.usyd.edu.au/internationaloffice/> or 1800 899 376 [within Australia - future students only] +61 2 9351 4079 [outside Australia and currently enrolled students])

f) The Learning Centre \_\_\_\_\_ Yes/No  
([http://www.usyd.edu.au/stuser/learning\\_centre/index.shtml](http://www.usyd.edu.au/stuser/learning_centre/index.shtml) Telephone: +61 2 9351 3853 Camperdown Campus or Telephone: +61 2 9351 9638 Cumberland Campus)

g) The Maths Learning Centre \_\_\_\_\_ Yes/No  
([http://www.usyd.edu.au/stuser/maths\\_learning\\_centre/index.shtml](http://www.usyd.edu.au/stuser/maths_learning_centre/index.shtml) Telephone: +61 2 9351 3853 Camperdown Campus or Telephone: +61 2 9351 9638 Cumberland Campus)

h) International Student Support Unit \_\_\_\_\_ Yes/No  
(<http://www.usyd.edu.au/stuser/issu/index.shtml> Telephone: Telephone +61 2 9351 4749 Camperdown Campus or Telephone +61 2 9351 9638 Cumberland Campus)

i) Disability Services \_\_\_\_\_ Yes/No  
(<http://www.usyd.edu.au/stuser/disability/index.shtml> Telephone: +61 2 9351 7040 Camperdown Campus or Telephone: +61 2 9351 9638 Cumberland Campus)

f) Accommodation Service \_\_\_\_\_ Yes/No  
(<http://www.usyd.edu.au/stuser/accommodation/> or Telephone: +61 2 9351 3312)

g) Casual Employment Service \_\_\_\_\_ Yes/No  
([http://www.usyd.edu.au/stuser/casual\\_employment\\_service/](http://www.usyd.edu.au/stuser/casual_employment_service/) or Telephone: +61 2 9351 8714)

h) Childcare Information Officer \_\_\_\_\_ Yes/No  
([http://www.usyd.edu.au/stuser/child\\_care/](http://www.usyd.edu.au/stuser/child_care/) or Telephone: +61 2 9351 5667)

i) Financial Assistance Office \_\_\_\_\_ Yes/No  
([http://www.usyd.edu.au/stuser/financial\\_assistance\\_office/index.shtml](http://www.usyd.edu.au/stuser/financial_assistance_office/index.shtml) or Telephone: +61 2 9351 2416)

## Part Two - Home

13. Do you live with your parents/or guardians?
  - a) Yes
  - b) No
14. Do you live with family who are supported by you? (This includes carers for elderly or less mobile family as well as support of partners, siblings and/or children.)
  - a) Yes
  - b) No
15. If you answered no to question 16 or question 17, do you live in share accommodation?
  - a) Yes
  - b) No
16. If yes, do your flat mates study as well?
  - a) Yes
  - b) No
17. Do you feel that you live in an environment that allows you to concentrate on your studies?

- a) Yes
  - b) No
18. Have you moved from another country or state for your current University studies?
- a) Yes
  - b) No
19. Do you have to travel far between your home and University?
- a) Yes
  - b) No
20. Do you feel that where you live and/or who you live with have affected your studies?
- a) Yes
  - b) No

Please provide any further detail that may help explain your current situation.

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**Part three – Health**

21. Are there any health issues that have impacted on your studies?
- a) Yes
  - b) No

If you answered yes to the above question, what support services have you sought within the University?

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**Part four – Work**

22. In addition to your study are you doing any paid work?
- a) Yes
  - b) No
23. If yes, is this paid work
- a) Full-time
  - b) Part-Time
  - c) Casual
24. How many hours of paid work would you do per week on average? \_\_\_\_\_
25. How many hours of volunteer work or time would you devote to non-University activities per week? \_\_\_\_\_

26. Does this paid or unpaid work ever affect your attendance at lectures or tutorials?  
a) Yes  
b) No
27. Would you consider reducing the hours of paid work per week?  
a) Yes  
b) No

If you selected no, please explain why not.

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28. Please provide any additional information that you feel would help to explain any difficulties you are experiencing: These might include a family illness, loneliness etc.

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This information should help you identify where improvements can be made to your study habits, where you may need extra assistance and help you to recognise potential problems which could have an impact on your academic progression.

# ENGINEERING YEAR ADVISORS 2013

## **CHEMICAL ENGINEERING** *Chem Bldg*

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