



Enhancement Studies Program 2010

Agreement to Host

Philosophy

PHL1010 Introduction to Philosophy A

PHL1080 Time, Self and Freedom

Defined terms used throughout this Agreement:

Enhancement Studies Program means: a program enabling high achieving secondary students to undertake a sequence of first-year university subjects as part of their Year 12 - VCE.

Host School means those secondary schools that have signed this Agreement to Host teaching of the Enhancement Studies Program and returned it to Onshore Student Recruitment.

Tutorial Centre means: a secondary school that hosts tutorial sessions for the Enhancement Studies Program.

Student means: a person currently enrolled in the Monash University Enhancement Studies Program or a secondary school

University means Monash University (ABN 12 377 614 012) a body politic and corporate established under the Monash University Act 1958 (Vic) of Wellington Road Clayton, Vic 3800.

Signing of this agreement – to qualify as a Host School for the Enhancement Studies Program in 2010 (and to be included in the 2010 promotional material), the Principal and participating teacher of the prospective Host School must sign the final page of this agreement and return it to Onshore Student Recruitment. Both school and participating teacher should keep a copy of this agreement for reference.

1. Promotion of the Enhancement Studies Program

1.1. The Guide – the University will prepare the Enhancement Studies Program Guide outlining details of each subject to be offered to year 12 students participating in the Enhancement Studies Program. This will be sent to the principals of all Victorian secondary schools,, as well as to VCE Coordinators, Careers Coordinators and the teachers currently acting as mentors.

1.2. The Enhancement Information Evening – the University will promote the program via an evening event in October 2009. Information regarding the event will be sent out to schools in September 2009.

1.3. Other promotional tools – the University will also promote the program through other publications; at Monash Open Day; the

Enhancement website and through presentations to schools and careers groups. Presenters are available to speak about the program either at the Host School or on campus. Requests for presenters should be emailed to enhancement@adm.monash.edu.au

2. Student Participation

2.1. Who can apply? Students must be approved by their school before they can be eligible to apply for the Enhancement Studies Program. All schools must ensure that any candidates nominated by them fulfill the requirements set out in the Victorian Curriculum and Assessment Authority eligibility guidelines. These guidelines can be found at Section 5.7.5 of the *VCE and VCAL Administrative Handbook 2009*. The eligibility guidelines for VCE students are as follows:

Normally, students enrolling in university studies will have demonstrated outstanding achievement across all studies and have a VCE study score of 41 or more in the preparatory study. For studies whose VTAC scaled mean is above 40 in the preceding year, the school may consider selecting outstanding students whose VCE study score is below 41.

Where students have not had the opportunity to complete the preparatory units 3 and 4 sequence prior to enrolment in a university study, they may be nominated on the basis of their school's evaluation of their Year 11 performance. The student must be judged overall as an excellent student, be judged as having demonstrated exceptional achievement in at least units 1 and 2 of the preparatory VCE study, realistically be evaluated as likely to achieve a VCE study score of 41 in the preparatory study, and must undertake the designated preparatory units 3 and 4 concurrently with their university study.

Where students studying their first language as a language other than English (LOTE) want to pursue this as an extension study, their principal must certify such students as outstanding in their other studies.

2.2 The Monash University application of this policy

2.2.1 Overall outstanding achievement. The Enhancement Studies Program is intended for the top 5% of the student cohort across Australia and as such applicants must demonstrate outstanding achievement across all subjects undertaken in years 11 AND 12.

2.2.2 Outstanding achievement in preparatory study. Applicants must demonstrate outstanding achievement in the preparatory study. Where the student has completed the VCE units 3 and 4 in the preparatory study, outstanding achievement will be demonstrated by the student having achieved a study score of 41 or greater.

2.2.3 The ENTER increment – as also outlined in the *VCE and VCAL Administrative Handbook 2009*, the increment to be added to the student's aggregate before the ENTER is calculated will be graded according to the student's result in his or her university Enhancement Studies.

3. Procedural Arrangements

3.1. Applications

- 3.1.1. Student application forms** – these will be sent to schools with the guide prior to the end of Term 3.
- 3.1.2. Documents** – Schools will be required to submit applicants Year 11 reports (beginning and end of year) and VCAA Certificate of Results for any Units 3 and 4 undertaken. A request for documentation will be sent to schools in December.
- 3.1.3. Deposit** – a \$60 part payment of the enrolment fee for semester 1 must be included with each application. This will be refunded in full if the application is not successful, or where the class does not proceed.
- 3.1.4. Application processing** – applications will be processed in order of receipt. Once all applications have been processed and viability of classes has been determined, the school will be notified as to whether the class can proceed. This is expected to occur in **December 2009** and January 2010.

APPLICATION DUE DATES

Japanese application due date – Friday 4 December 2009. Due to the need for interviews, these applications are required early. Schools are asked to ensure that applicants meet the earlier deadline.

- 3.1.5. Late applications – will be subject to a non-refundable late fee of \$55.** This should be included with the application and the \$60 deposit. Students wishing to lodge late applications should contact Onshore Student Recruitment prior to doing so, to confirm that places are still available.
- 3.1.6. Enrolments** – where applications are approved, and there are sufficient students to proceed with the class, students will be asked to enrol and to forward the remainder of their enrolment fee. The University will handle all enrolments and payments.
- 3.1.7. Withdrawals** – students may withdraw from the Enhancement Studies Program prior to the 31st March 2010 and receive a refund of their fees, less \$60 deposit. To do so students must notify Onshore Student Recruitment in writing before 5pm on 31st March, 2010. ***Students may withdraw at anytime without a fail result being issued for the subject,*** but after 5pm on the 31st March 2010 no refund will be available. Late fees are non-refundable.

3.2. Class viability

The University reserves the right to determine if sufficient* students have applied/enrolled to make the class viable and therefore whether or not the class will proceed.

*Sufficient is deemed to be a class of 10 enrolled students or more. Where an Enhancement Studies Program class falls below this the class may run as a Tutorial Centre with revised funding arrangements. Where a Tutorial class falls below 5 enrolled students the University reserves the right to reassess the viability of the Tutorial Centre.

3.3. Teaching Arrangements

3.3.1. Program: Philosophy

3.3.2. Maximum teaching hours: 20 hours
throughout the year

3.3.3. Hours – 10 X 1 hour sessions per semester with some flexibility. Classes will be conducted by the same teacher during both semesters.

3.3.4. Change of teacher – where the appointed teacher is unable to meet their obligations to teach this Enhancement Studies Program subject it is the responsibility of the Host School, in collaboration with the Enhancement Unit coordinator, to find a suitable replacement. **Onshore Student Recruitment requires one month's notice (during semester time) of any change in arrangements.** Where the teacher is unable to teach in semester 2, Host Schools are asked to advise the University by the first week in May.

3.3.5. Timing of classes – classes will be conducted **OUTSIDE normal school hours (usually one afternoon per week) and will allow participation by students from the Host School AND other schools in the area.** It is suggested that classes are held at times that allow at least one hour of travel time between the end of school day and the beginning of the Enhancement Studies Program class e.g. 4.30 to 6.30pm.

Please note: Host Schools will be required to state their intended class day and time in the signing part of the agreement on the last page. If the proposed class time does not meet the above requirements (either at the time the agreement is signed or at a later stage) the Enhancement Studies Program administrators reserve the right to cancel this agreement.

3.3.6. Additional classes – may be conducted by University staff at the Host School or at on-campus sessions.

3.3.7. Academic content and assessment – this will be the responsibility of University staff. Some Host School teachers may be involved with assignment marking and any such arrangements will be negotiated between the participating teachers and university departments. The subjects conducted will be the same or equivalent in content and assessment to the subjects offered to undergraduate degree students.

3.3.8. Completion of the program – students who successfully complete the Enhancement Studies Program will be issued

with a Monash University academic transcript showing their results and will have their participation in the program included on their VCE statement of results.

4. Funding Arrangements

4.1. Program fee – to participate in the program each student candidate pays **\$450.00 per semester**.

4.1.1. How the program fee is calculated:

Teaching, materials and promotional costs Includes: University teaching at schools, on-campus sessions, teaching by school staff, course materials, assignment assessment, examination organisation and marking, promotion and publicity	\$389.00
Host Schools administrative costs Includes: Phone calls to the university, costs associated with keeping the school open, incidental photocopying etc.	Maximum of \$30.00
University administration expenses Application and enrolment processing, academic transcripts, transfer of details to VCAA and VTAC.	\$24.00
Bursary fund To assist students otherwise unable to afford to participate in the program.	\$7.00
Program fee per student per semester	\$450.00

4.1.2. Bursary support – students should lodge a separate application form for bursary support and include a supporting statement from the school. Requests for assistance will be assessed based on need and processed in order of receipt.

4.1.3. Additional costs for students – these may include textbooks and other materials necessary for the particular enhancement study plus travel to classes, on-campus sessions and examinations.

5. Insurance

5.1 A student that has been accepted by the University into the Enhancement Studies Program will for the purposes of that program be considered to be a University student and be covered by all University insurance policies in relation to his or her participation in the Enhancement Studies Program. The University's insurance program shall not apply to any acts or pursuits conducted by a student that do not fall directly within the Enhancement Studies Program.

5.2 The Host School agrees that a participating teacher is an employee at all times of the relevant Host School and at no times shall be considered to be a University employee, partner or agent of the University and that the participating teacher shall have no

authority to act for or to bind the University in any manner whatsoever other than as expressly contemplated in this agreement.

6. Payment Arrangements

6.1 Teaching payments – Host Schools will be sent a tax invoice for teaching payments at the end of each semester. These invoices should be checked, signed and returned to Onshore Student Recruitment for payment.

5.1.1. Host Schools will receive the payment for teaching on behalf of the participating teacher. It is recommended that the school pay the staff member directly for this teaching, or use this payment to provide some release for the staff member from other teaching duties (these arrangements are at all times entirely the responsibility of the Host School).

5.1.2. The Host School will also be responsible for any associated on-costs.

5.2 Teaching rates – for every hour of agreed teaching conducted by school staff in the Enhancement Studies Program (up to the maximum number of hours outlined above), the Host School will receive the award rate for University tutoring (currently \$79.15 plus GST per hour).

The award rate assumes one hour of preparation, one hour of teaching and one hour of marking for the one payment.

Administrative costs – Host Schools will be sent a tax invoice for administration funding at the end of each semester and will need to claim their administration costs each semester, to a maximum of \$30 per enrolled student. These invoices should be checked, signed and returned to Onshore Student Recruitment for payment.

If your school agrees to these arrangements please complete the following section, have it signed by the appropriate persons and return it **by Friday Thursday 19 December 2009** to:

Helen O’Keeffe
Assistant Manager, Programs
Onshore Student Recruitment
871 Dandenong Rd, Caulfield East, VIC 3145
Phone: (03) 9903 4810
Fax: (03) 9903 4777
Email: Helen.okeeffe@adm.monash.edu

Enhancement Studies Program 2010 Agreement to host classes

SUBJECT: **Philosophy**

SCHOOL: _____

ABN Number: _____

1. We have read the document titled "Enhancement Studies Program 2010 – Agreement to Host".
2. In accordance with this agreement, the School is willing to host classes as part of the Enhancement Studies Program in 2010.
3. The School will accept responsibility for the authorisation of Tax Invoices each semester.
4. The School will accept the teaching payments on behalf of the participating teacher named below.
5. The participating teacher will be available to conduct classes during the full Monash University academic year.

Proposed class day: _____ **Proposed class time:** _____

Principal's name: _____

Principal's signature: _____ **Date:** _____

Participating teacher's statement

I _____ will be teaching the Enhancement PHL1010 and 1080 Class at this school. I have read, understand and accept the terms of this Agreement to Host.

Signed: _____ **Date:** _____

Phone: _____ Mobile: _____ Em