

# Policy: Trinity College Pathways School Academic Progress and Course Completion

Policy Type:	Divisional Policy
Policy Number:	TCDP02
Date Approved:	05 May 2020
Previous Policy:	Trinity College Pathways School Academic Progress Policy
Review Date:	22 November 2021

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## 1 OBJECTIVES

- 1.1 To define the academic progress requirements for students enrolled in Trinity College Foundation Programs (TCFP) and the Trinity College Academic English Program (TCAEP).
- 1.2 To define the requirements for course completion.
- 1.3 To advise of the consequences when a student fails to make satisfactory academic progress.

## 2 SCOPE

- 2.1 This Policy applies to all students in the Trinity College Pathways School with the exception of the Young Leaders Program students.

## 3 POLICY

- 3.4 Students enrolled in the Foundation courses must have achieved the following by the end of Semester 1 of the course:
- a) Attempted and submitted all assessable tasks and tests
  - b) Attempted at least 80% of non-assessable tasks e.g. class exercises, set homework
  - c) Attended all interviews arranged to discuss academic progress.
  - d) Attend any extra classes or attempt any extra work recommended to help improve academic performance
  - e) Achieved 50%+ in EAP and at least two subjects\* and at least 40%+ in one other subject
- 3.5 By the commencement of the final term of the program, the student must have obtained 50% or above in at least three subjects and at least 40% or above in one other subject.
- 3.6 For the purposes of 3.3 e) and 3.4 of this policy, Literature and Drama are elements of one subject, English. Mathematics 1 (Double Hours) will only count as one subject. English for Academic Purposes is a separate requirement and cannot be counted as one of the four subjects required to satisfy the definition of satisfactory progress.
- 3.7 Students enrolled in the Foundation Studies (Extended) program must achieve the following result in the Extended semester (pre semester1) to be able to progress into the Foundation Program.
- a) overall attendance of at least 80%
  - b) A result of 50%+ in EAP
  - c) A result of 50%+ in at least five other subjects or 50%+ in two other subjects and at least 70% in two further subjects. (The other subjects include: History of Ideas, Literature, Drama and electives)
- 3.8 Students who do not meet the requirements in 3.6 will not be allowed to progress to the Main Foundation Program.
- 3.9 Students who wish to study Mathematics (1&2), Chemistry or Physics in the Main intake must study the subject in the Extended semester and achieve at least 50%.
- 3.10 To progress to a Foundation Studies program, Trinity College Academic English Program students must achieve the following:
- a) Students in the 10-week program must achieve a minimum score of 60% at the conclusion of the 10 weeks. Where a student does not achieve a minimum score of 40% in their assessments at the end of the first 5 weeks the intervention strategy outlined in the Academic Progress Procedure will be employed.

- b) Students in the 20-week program must achieve a minimum result of 60% at the conclusion of the 20 weeks. Where a student does not achieve a minimum score of 60% in their assessments at the end of the first 10 weeks the intervention strategy outlined in the Academic Progress Procedure will be employed.
- c) A minimum attendance level of 80% must be maintained in order to progress to a Foundation Studies program (See Attendance Policy and Procedure)

3.11 Academic English students may only progress to a Foundation Studies Main, Comprehensive, Comprehensive Plus or Extended Program. They may not enter the Foundation Studies (Fast Track) program.

3.12 Where compassionate and compelling circumstances apply, a student who is deemed

- 3.19 If a student does not successfully appeal the Notice of Intention to Report and Cancel Enrolment the failure to meet the academic progress requirements will be reported to Department of Home Affairs and their enrolment will be cancelled.
- 3.20 Where a student is reported to Home Affairs for failure to meet Academic Progress requirements, they must be instructed to contact Home Affairs to discuss the impact on their student visa.

#### 4 ROLES AND RESPONSIBILITIES

Role / Decision / Action	Responsibility	Conditions and limitations
Alert Academic Administration of student progress issues within a subject	Academic Staff	
Conduct SAR meetings and coordinate interventions	Academic Administration Team	

- < National Code of Practice for Providers of Education and Training to Overseas Students (the National Code 2018)
- < Criminal Code Act 1995 (Cth)
- < Crimes Act 1958 (Vic)
- < TCPS Complaints Policy
- < TCPS Student Code of Conduct

## 7 POLICY OWNER

7.1 The Associate Dean (Academic Administration) is responsible for the development, compliance monitoring and review of this policy and any associated procedures and guidelines.

## 8 REVIEW

This Policy is to be reviewed by 28 February 2022.

## 9 VERSION HISTORY

Version	Approved By	Approval Date	Effective Date	Sections Modified
050520	TCPS Executive Committee	050520	050520	Moved to the new template.