



Policy: Trinity College Pathways School Academic Progress and Course Completion

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

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

Student Academic Progress Requirements

- 3.1 It is the student's responsibility to ensure that they meet the academic requirements of the program from one semester to the next.
- 3.2 The Trinity College Pathways School Academic Progress and Course Completion Procedure outlines Trinity College Pathways School's process for identification of students who are 'At Risk' of not making satisfactory progress, and implementation of intervention and support strategies
- 3.3 Students must meet the academic progress requirements at the end of each study period to continue their enrolment and successfully complete the program.

Foundation Studies

- 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.

Foundation Studies (Extended)

- 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%.

Trinity College Academic English Program

- 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.

Re-commencing a Foundation Studies program

- 3.12 Where compassionate and compelling circumstances apply, a student who is deemed 'At Risk' of not achieving satisfactory academic progress, may be allowed to re-commence the Foundation Studies Program at the start of a new intake.
- 3.13 Students who re-commence Foundation Studies at the start of a new intake will have conditions applied to their enrolment as set out in Academic Progress Procedures. The student will be required to sign an agreement outlining these conditions.

Satisfactory Completion of Foundation Studies courses

- 3.14 To successfully complete the course students must achieve the following statuses:
 - a) **'Satisfactorily Completed'** - students who achieve 50% or more in English and History of Ideas and 2 other electives
 - b) **'Completed by Compensation'** - students who:
 - i. pass English and History of Ideas and 1 other subject
 - ii. obtain between 40 and 49% in a failed subject and
 - iii. obtain an overall result where the sum of any excesses above 50% in the three subjects passed is at least twice the shortfall from 50% in the failed subject.

3.15 Final results must be presented to the Examiner's Board for acceptance and approval.

Failure to Make Satisfactory Academic Progress

- 3.16 Failure to meet the academic progression requirements may lead to a cancellation of the student's enrolment as per the *Variation of Enrolment Policy*.
- 3.17 Students who have not met the academic progress requirements will be issued with a Notice of Intention to Report and Cancel Enrolment.
- 3.18 Students who have been issued with a Notice of Intention to Report and Cancel Enrolment must be advised that they have the right to lodge an the internal appeal (within 20 days) and external appeals processes outlined in the *Trinity College Complaints Policy and Procedure*.

- 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	
Assess applications for Suspension of Studies, Transfer or withdrawal	Academic Administration Team	
Enter results into Synergetic	Academic Staff	
Prepare results for moderations and presentation at SAR and ARM	Academic Administration Team	
Issue Notice of Intention to Report where required	Academic Administration	
Report Unsatisfactory Academic Progress in PRISMS	Academic Registrar	Can only be completed after the internal and external appeals periods are completed.
Presentation of Results to Examiners Board	Associate Dean Academic Administration	
Publication of Results	Academic Administration	

5 DEFINITIONS

ESOS Act – Education Services for Overseas Students Act 2000

Withdrawal – Where you withdraw from your enrolment either prior to commencement or during the program with no intention to return.

Conditional enrolment – Where a student fails to meet the academic progress requirements of the course and is allowed to re-commence Foundation Studies at the start of a new intake.

Cancellation – Where Trinity College cancels your enrolment and advises the Department of Home Affairs, which may be due to failure to meet the conditions of your enrolment, including satisfactory academic progress and attendance, non-payment of fees and curfew breaches.

HA – Department of Home Affairs a central policy agency including immigration and border-related functions, multicultural affairs, federal law enforcement, and emergency management.

6 RELATED DOCUMENTS

- Education Services for Overseas Students Act 2000 (ESOS Act)

- 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.