Trinity College Pathways School Academic Progress and Course Completion

Policy Type: Divisional Policy

Policy Number: TCDP02

Date Approved: 19 April 2024

Previous Policy: Trinity College Pathways School Academic Progress Policy

Review Date: 22 November 2026

1 OBJECTIVES

1.1   To define the academic progress requirements for students enrolled in Trinity College Foundation Studies Programs (TCFS Programs).

1.2   To define the requirements for course completion.

1.3   To advise of the consequences when a student fails to maintain satisfactory academic progress.

2 SCOPE

2.1   This Policy applies to all students in the TCFS Programs.

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.

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 are expected to meet the academic progress requirements at the end of each study period to continue their enrolment and successfully complete the program.

3.4   Students receive four formal progress reports which show their results for each

assessment and alert them to concerns held by their teachers.

3.5   The marking standards for TCFS are reflected below:

Result	Grade	Description
90-100%	A	Excellent
80 -89%	B	Very Good
70-79%	C	Good
60-69%	D	Average
50-59%	E	Poor
0-49%	F	Fail

EAP Results	Language Indicator	
80%+	Highly Capable of independent study in English at university level	
65-79%	Capable of independent study in English at university level. May still benefit from some concurrent ESL support.	
50-64%	Has shown satisfactory ability in academic English skills for commencement of tertiary study but may benefit from concurrent ESL support.	
40-49%	Has demonstrated limited ability in Academic English Skills. May cope at University by completing concurrent ESL credit course	
<40	Would have extreme difficulty coping with tertiary in English	

3.6   Students enrolled in the TCFS Programs are expected to have achieved the following by the end of Semester 1 (second study period) of the program.

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 other subjects and at least 40%+ in one other subject.

3.7   By the commencement of the final term of the program, the student should have obtained 50% or above in at least three subjects and at least 40% or above in one other subject.

3.8   For the purposes of 3.6 e) and 3.7 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.

Re-commencing a Foundation Studies program

3.9   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 a TCFS Program at the start of a new intake.

3.10 An intervention plan may be implemented for students who are recommencing the program. All recommencing students will be listed as students in the Student At Risk meetings in their second intake for the purpose of additional monitoring.

Satisfactory Completion of Foundation Studies courses

3.11 To successfully complete the program, 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.

3.12 Final results are presented to the Examiner's Meeting for acceptance and approval.

Failure to Make Satisfactory Academic Progress

3.13 Failure to meet the academic progression requirements may lead to a cancellation of the student's enrolment as per the *Enrolment Policy.*

3.14 Students who have not met the academic progress requirements will be issued with a Notice of Intention to Report.

3.15 Students who have been issued with a Notice of Intention to Report must be advised that they have the right to lodge an internal appeal (within 20 days) and can access the external appeals processes outlined in the *Trinity College Complaints Policy and Procedure*. If a student does not successfully appeal the Notice of Intention to Report, the failure to meet the academic progress requirements will be reported to the Department of Home Affairs and their enrolment will be cancelled.

3.16 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	Associate Dean (Student Journey) (or delegate)	
Assess applications for Suspension of Studies, Transfer or withdrawal	Senior Coordinator Academic Administration	
Enter results into Synergetic	Academic Staff	
Prepare results for moderations and presentation at SAR and ARM	Senior Coordinator Academic Administration	
Issue Notice of Intention to Report where required	Academic Administration	
Coordinate Appeals processes and notify Academic Administrations of outcome	Administration and Compliance Manager (or delegate)	
Advise Registrations of any reporting required and assess refunds required.	Academic Administration	
Report Unsatisfactory Academic Progress in PRISMS	Registrations Coordinator	Can only be completed after the internal and external appeals periods are completed.
Presentation of Results to Examiners Board	Associate Dean (Student Journey)	
Publication of Results	Academic Administration	

5 DEFINITIONS

ESOS Act – Education Services for Overseas Students Act 2000

Withdrawal – Where a student withdraws their enrolment either prior to commencement or during the program with no intention to return.

Cancellation – Where Trinity College cancels a student enrolment and advises the Department of Home Affairs. This may be due to failure to meet the conditions of 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)
- TCPS Enrolment Policy
- TCPS Complaints Policy
- TCPS Student Code of Conduct

7 POLICY OWNER

7.1 The Associate Dean (Student Journey) 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 22 November 2026.

9 VERSION HISTORY

Version	Approved By	Approval Date	Effective Date	Sections Modified
050520	TCPS Executive Committee	050520	050520	Moved to the new template.
140323	TCPS Executive Committee			Removed references to the Extended Program, Main and TCAEP program and removed references to Conditional Re-enrolment.