TRINITY COLLEGE
THE UNIVERSITY OF MELBOURNE

Trinity College Pathways School

Academic Progress Policy

Overview

Trinity College is an affiliated College of the University of Melbourne.

The Pathways School consists of the Trinity College Foundation Studies program, the Trinity College Academic English Program, the Young Leaders program and other short programs and conferences.

The College reserves the right to review and make changes to this Policy from time to time.

Scope

This Policy covers academic progress requirements for you as a student studying in the Trinity College Foundation Studies program or the Trinity College Academic English Program.

Definitions

ESOS Act – Education Services for Overseas Students Act 2007.
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 the 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.

Academic progress

Foundation Studies Students

It is your responsibility to ensure that you meet the academic progress requirements of the program to progress from one semester to the next. These requirements are set out in the Academic Progress Procedures.

You must meet the academic progression requirements at the end of each study period to successfully continue and complete the program.

Failure to meet the academic progression requirements may lead to a cancellation in your enrolment and can impact on your student visa. Alternatively, you may be allowed to continue to study at Trinity College with a conditional enrolment in a new study period.

Cancellation of your enrolment may result in you being reported to the Department of Home Affairs (HA). If you are reported to HA you will first be contacted by Trinity and informed of the reasons for the cancellation. You have the right to appeal against our decision to report you to HA, according to our Complaint Policy and Procedure.

Main and Fast Track intake academic progress:

To meet the requirements of Satisfactory Progress, you must meet the academic requirements, as outlined in the course documents.

By the end of Semester 1 (or equivalent) you must have:

- attempted all assessable tasks and tests and hand in all assessable tasks
- attempted at least 80% of non-assessable tasks e.g. class exercises, set homework
- attended all interviews arranged to discuss academic progress
- attended any extra classes or attempt any extra work recommended to help improve your performance
- obtained 50%+ in EAP and at least two subjects* and at least 40%+ in one other subject

On commencement of the final term of the program, you must have obtained 50% or above in at least three subjects* and at least 40% or above in one other subject.

*Note: *Literature and Drama are elements of one subject, English. English for Academic Purposes is a separate requirement and cannot be counted as one of the four subjects needed to satisfy the definition of satisfactory progress.*

Extended intake academic progress:

MOVING FROM EXTENDED TO MAIN

The academic progress requirement at the end of the Extended semester has the following three parts:

1. Overall attendance of at least 80%
2. Score of at least 50% in EAP
3. Scores of at least 50% in at least five other subjects.
   (The other subjects are HOI, Literature, Drama, and electives.)

Exception to the third requirement:
A student who has scores of at least 50% in EAP, at least 50% in two other subjects, and at least 70% in two further subjects also satisfies the requirement.

If you do not achieve the above requirements you will not be allowed into the Main Intake.

To study Mathematics (1 & 2), Chemistry or Physics in the Main Intake, you must study the subject in the Extended semester and obtain at least 50%.

Academic English Students

Academic English students must achieve an overall score of no less than 60% in order to progress to any successive levels in the Academic English program.

In order to progress to a Foundation Studies program:

- 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 50% in their assessments at the end of the first 5 weeks the intervention strategy outlined in the *Academic Progress Procedure* will be employed.

- Students in the 20-week program must achieve a minimum score of 60% at the conclusion of the 20 weeks. Where a student does not achieve a minimum score of 50% in their assessments at the end of the first 10 weeks the intervention strategy outlined in the *Academic Progress Procedure* will be employed.

Academic English students may only progress to a Foundation Studies Main or Extended Program, not to a Fast Track program.

A minimum attendance level of 80% must be maintained in order to progress to a Foundation Studies program (See Attendance Policy and Procedure).

Conditional enrolment

Where it has been agreed, you may re-commence Foundation Studies at the start of a new intake where there will be a set of conditions applied to your enrolment as set out in the Academic Progress Procedures.

Satisfactory Foundation Studies course completion

To successfully complete the course, you must meet the satisfactory course completion requirements as set out below.

The Trinity College Foundation Studies Certificate has been:

- 'Satisfactorily Completed' by students who achieve 50% or more in English and History of Ideas and 2 other electives
- 'Completed by Compensation' by students who
    - a) pass English and History of Ideas and 1 other elective
    - b) obtain between 40 and 49% in a failed subject and
    - c) 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.

Cancellation of enrolment

Cancellation of your enrolment can occur in accordance with the *Variation of Enrolment* policy when you do not satisfactorily meet the academic progress requirements.

Trinity College Pathways School Academic Progress Policy	
CRICOS Code	00709G
ABN	39 485 211 746
Date of current revision	January 2019
Topic	Academic progress
Review date	November 2020
Business owner	Associate Dean, Academic Administration
Authorising body	Pathways School Executive
Audience	Public – Students, parents
Related legislation and government departments	Department of Education and Training (Cth) Department of Home Affairs (Cth) Education Services for Overseas Students Act 2000 (ESOS Act) National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (the National Code) Overseas Students Ombudsman Criminal Code Act 1995 (Cth) Crimes Act 1958 (Vic) Commission for Children and Young People Act (2012)
Related documents	TCPS Academic Progress Procedure TCPS Complaint Policy and Procedure TCPS Attendance Policy TCPS Procedures for Monitoring Student Attendance TCPS Variations to Student Enrolment Policy and Procedure
Notes	Students are bound by all applicable federal and state legislation.
Published	Website/portal