

Academic Progression Policy

Version: 1.0

Effective Date: September 2020

Review Date: September 2025

1. Purpose

This policy sets out the principles for monitoring and management of students' academic progress at Trinity College Zurich (hereafter 'the College').

2. Scope

This policy is applicable to all of the College's programmes, and to all past and current students.

3. Policy Statement

- 3.1 Students are responsible for maintaining satisfactory academic progress at the College and completing all programme progression requirements as defined in the relevant programme structure. Students who are at risk of not meeting academic progression requirements are expected to take steps to improve their performance including seeking feedback from staff members, using available academic and other support services and participating fully in the development and implementation of an intervention plan.
- 3.2 The College will identify students who are at risk of not meeting progression requirements by monitoring student performance and notify the students in writing.
- 3.3 The College will provide the necessary supports to students who are at risk of not meeting progression requirements and work with the students to develop intervention plans for resolving progression difficulties. If a student does not achieve satisfactory academic performance after the provision of support, the student may be excluded from the programme.

4. Procedures

- 4.1 At the end of each teaching period, the College will prepare an academic progression report to identify students who have passed less than 50% of the units enrolled in the period.

4.2 The College will contact students identified in the report to discuss intervention plans for the students. An intervention plan may include:

- access to academic support;
- discussion of the student's suitability in studying a particular programme;
- modification of study schedule;
- referral to internal or external counsellors;
- ongoing monitoring of the student;
- deferral or temporary suspension; and/or
- any other support mechanisms that the College reasonably determines.

4.3 If a student fails to pass at least 50% of units enrolled in the subsequent teaching period after the implementation plan is adopted or fails to adopt an implementation plan, the College will request the student in writing to provide a satisfactory explanation, with justification, for why he/she should not be excluded from the programme. The student must provide a response to the request within fourteen (14) days of the date of the request.

4.4 Based on the response from the student and the student's academic record, the College may:

- allow the student to enrol in subsequent teaching period with conditions;
- transfer the student to another programme; or
- exclude the student from the programme.

4.5 The College will notify the student of the decision in writing. The student will be deemed to have accepted the decision unless an appeal is lodged in accordance with the Complaints and Appeals Policy within fourteen (14) days of the date of the notification.

5. Complaints and Appeals

5.1 Students who are dissatisfied with any aspect of the academic progression process are entitled to make a complaint in accordance with College's Complaints and Appeals Policy. If still not satisfied with the outcome of the complaint or a decision made under this policy, students and potential students may lodge an appeal in accordance with College's Complaints and Appeals Policy.