



**TRINITY COLLEGE** | FOUNDATION  
THE UNIVERSITY OF MELBOURNE | STUDIES

# **Trinity College Pathways School**

## **Elective 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 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 all students studying in the Trinity College Foundation Studies program.

## **Purpose**

This policy sets out the normal expectations regarding the number of elective subjects a student may take in Trinity College Foundation Studies (TCFS) program.

The elective subjects also are specially designed, with support from the University of Melbourne, to prepare overseas students to be successful at university. The elective subjects offered include the prerequisites for all university courses. The core plus three electives has been found, through experience, to be the optimal workload for achieving all the above for the vast majority of students.

## **Procedure(s)**

TCFS has 10 elective subjects, a number of these have pre-requisite or co-requisite requirements as set by the University of Melbourne to determine guaranteed entry to courses at the University of Melbourne. Students studying in a main program (February/August) or a Fast Track program (July/October) are formally allowed to do the following:

- Choose three elective subjects
- Choose a fourth elective subject if certain criteria are met
- Change an elective subject within a set timeframe from commencement of the program.
- Drop an elective subject

## **Three electives**

All students select three electives during the subject selection process as long as they meet the academic pre-requisite requirements for their chosen undergraduate course at the University of Melbourne.

For the following subjects, a student must have a strong academic background as Trinity College Pathways School. Elective Policy, revised January 2017.

evidenced by their High School results and, where relevant, their performance in the Comprehensive Extended program completed at Trinity College:

- Mathematics 1
- Chemistry
- Physics

Co-requisite subjects:

Any student wanting to study Mathematics 2 or Physics must also study Mathematics 1.

### **Fourth Elective**

Where a student can demonstrate outstanding ability and /or motivation, four electives may be permitted *if the student meets all of criteria 1-3 and some or all of criteria 4-7:*

1. High English language ability - oral and written
2. Demonstrated prerequisites for fourth elective
3. Exceptional prior academic record
4. Excellent attendance (if any to date of application),
5. Some link between the chosen fourth elective and proposed University course that would enhance the University experience
6. Consistency in argument for fourth elective,
7. That the student would not be the worse for not doing 4 electives i.e.; likely to be under-engaged or under-challenged with/by TCFS.

To apply students will need to complete an 'Application to Enrol in a fourth Elective Subject'; which needs to be completed as part of the subject selection process.

### **Responsibilities**

The Associate Dean, Academic Administration, or delegate, will review requests to enrol in a fourth elective subject and advise students of the outcome in writing within three business days of subject selection being completed.

If a student undertaking a fourth elective is deemed at risk of failing a subject the Associate Dean, Academic Administration and the Associate Dean, Teaching and Learning or delegate will determine whether it is in the student's best interest to continue to study four electives and will enforce the dropping of at least one elective subject following a meeting with the student at risk.

### **Change an elective subject**

Academic Administration will email students the deadline for change of electives upon commencement of the program.

Students who wish to change electives must request the change by the end of Week Three. This is defined as being by the end of the lecture only week and two tutorial weeks.

It is the responsibility of the individual student to familiarise themselves with the content they have missed in the new subject, in consultation with the Subject Leader.

The Academic Administration team will review requests to change electives and advise students of the outcome in writing, within three business days.

The Timetabling Manager is responsible for updating the student's timetable within three business days of being informed and the student can attend the new elective once the revised timetable appears online.

### **Dropping an Elective Subject**

Students are not allowed to drop an elective subject until the commencement of the final teaching period and requests must be submitted using the correct 'dropping an elective' online form.

The Associate Dean, Academic Administration (or delegate), may approve, refuse or enforce dropping a subject, based on the student's academic results and/or documented evidence showing extenuating circumstances.

The request to drop an elective subject may be refused, particularly if it is determined that dropping the elective subject would be likely to lower the student's 'Best 4' average.

<b>Trinity College Pathways School Elective Policy</b>	
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Date of current revision	January 2017
Topic	Elective
Review date	January 2020
Business owner	Associate Dean, Academic Administration
Authorising body	Pathways School Executive
Related legislation and documents	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
Notes	Students are bound by all applicable federal and state legislation.
Published	Portal/website