



ST PAUL'S COLLEGE

UNIVERSITY OF SYDNEY

ACADEMIC POLICY

Continuation of residency at the College, either as an undergraduate or graduate student, is dependent upon satisfactory academic performance, full-time study, as well as good conduct.

Students who fail to maintain satisfactory academic performance in any semester will be subject to the following steps. Whether a student has satisfactory academic performance will take into account their degree progression (that is, whether a student can maintain and complete a full-time study load), whether they have a Semester Average Mark of below 60%, have failed subjects, or have received an academic progression warning, or academic integrity breach, from their university.

1. Academic Warning and Academic Support Plan

(a) Degree by Coursework

A student who fails to maintain satisfactory academic performance within a given semester will be placed on Academic Warning and invited for interview by the Senior Tutor. This meeting will provide the opportunity for discussion about the reasons for the poor academic performance, the student's circumstances and welfare, and strategies for academic improvement. The outcome of this meeting will usually be an academic support plan to help the student improve their performance.

(b) Research Degree

If, after consultation with a student and consideration of all relevant aspects, progress on their research degree is deemed to be unsatisfactory, the Senior Tutor will issue an Academic Warning.

(c) Failure to Attend

If a student, having been issued an Academic Warning and invited for interview by the Senior Tutor, fails to reply or attend the meeting, the student will remain on Academic Warning.

2. Discontinued Residence

(a) Degree by Coursework

A student who, having already received an Academic Warning in any previous semester, fails to maintain satisfactory academic performance in a subsequent semester during their degree course, will not be permitted to return to the College the following semester.

(b) Research Degree

A student who, having been issued an Academic Warning on grounds of unsatisfactory research progress, is deemed at any subsequent regular consultation to remain in or to have resumed a state of unsatisfactory progress, will not be permitted to return to the College the following semester.

3. Show Cause Meetings

(a) A student whose residency has ended may elect to attend a 'show cause' meeting with the Warden, Senior Tutor, or delegates to discuss any extenuating circumstances which would merit the student remaining at college.

(b) The following are examples of extenuating circumstances which may be taken into account in allowing a student to maintain their residency in college:

- i. significant illness or injury, including mental health challenges, during the semester;
- ii. family or other personal difficulties; or
- iii. bereavement

(c) For extenuating circumstances to be taken into account:

- i. the College must have been informed reasonably in advance of these difficulties before receiving a student's academic results; and
- ii. the student is expected to have taken reasonable steps, including applying for university special consideration, to address the impact of the extenuating circumstance on their studies.
- iii. Only in exceptional circumstances will extenuating circumstances be considered sufficient for a student to remain in college when those circumstances have not been raised previously with any member of college staff.

(d) The following are not considered extenuating circumstances:

- i. poor degree or subject choice;
- ii. lack of knowledge of university deadlines or administrative processes and policies;
- iii. lack of college tutorials in a particular subject; or
- iv. involvement in college activities.
- v. a student's conduct record, including their tutorial attendance and their adherence, if relevant, to their academic support plan, will also be taken into consideration.

4. Discontinued Residence for Semesterly Results

In exceptional circumstances, the Warden may, at his discretion, advise a student that they are not permitted to return to college the following semester notwithstanding that they have not previously received an Academic Warning. This discretion may be exercised when a student's results indicate that a student has failed to make a genuine attempt at undertaking a full-time study load throughout the semester by:

- (a) Discontinuing multiple subjects;
- (b) Failing to complete assessment pieces leading to absent fails; or
- (c) Obtaining very poor marks indicating the student has not genuinely attempted to complete a full-time study load that semester.

ENROLMENT CHANGES AND DEGREE PROGRESSION

1. The College Offer

A College offer is conditional upon the student remaining a full-time student of the university they were enrolled in when they commenced at St Paul's.

2. Maintaining a Full-Time Study Load

- (a) Any student who is enrolled in or completes less than 24 credit points (ie. less than a normal full-time study load) will not be permitted to remain in College, unless the student can show exceptional circumstances.
- (b) Any student wishing to study less than 24 credit points in a semester whilst remaining in College must meet with the Senior Tutor to show exceptional circumstances justifying their remaining in College and obtain the Senior Tutor's written permission for a reduced study load.
- (c) The following are examples of exceptional circumstances which may be taken into account in allowing a student to remain at college whilst taking a reduced study load:
 - i. significant (i.e. State or Australian) representative sporting commitments, or equivalent cultural commitments running during the semester;
 - ii. an internship for a limited period of time (ie. not a student's usual part time job) that complements the student's course of study; or
 - iii. for research students, a reduced study load necessitated by experimental, field research, or similar timelines;
 - iv. for later year students, degree-related work experience;
 - v. for students who can demonstrate genuine financial need and who can demonstrate they have exhausted university, bursary, or government funding, the need to work to provide for essential living expenses.

- (d) The following are not considered extenuating circumstances justifying less than 24 credit points:
- i. taking a reduced load for the purpose of gaining an academic advantage;
 - ii. dropping subjects in anticipation of changing courses the following semester;
 - iii. involvement in college or other activities; or
 - iv. less than full study load due to missing university deadlines.

3. Maintaining Your Course of Study

- (a) Any student who changes their degree, whilst staying at the same university, must inform the Registrar of the title of your new degree within 7 days of this change being confirmed by the university. Students are strongly advised to meet with the Senior Tutor before changing degrees.
- (b) Any student who transfers to a degree at a different university will not be allowed to continue at College and their place at College will lapse.
- (c) Any student wishing to study for a degree at a different university whilst remaining in College must:
- i. complete an 'Intention to Change Enrolment' form which must be given to the Senior Tutor at least 6 weeks before the new university course is to commence;
 - ii. meet with the Senior Tutor and Head of Admissions to show exceptional circumstances justifying a re-offer of their place at College.
- (d) Exceptional circumstances that may be taken into account when granting permission for a student to transfer to another university include:
- i. where the new degree is in a study area entirely not offered by the student's current university;
 - ii. where the new degree is a competitive professional degree (e.g. medicine, allied health, law, or creative arts) and the student has applied to study that degree unsuccessfully at their current university but holds an offer at a new university.
- (e) A College place will not usually be re-offered for study at a new university where the students' proposed study area is offered at both the student's current and proposed university, notwithstanding different entry requirements or differences in teaching or degree structure.

4. Failing to Communicate Enrolment Changes

Any student who is found to be completing a reduced study load, discontinued courses below a full-time load, or having changed their university without the written permission of the Senior Tutor and/or Head of Admissions may be asked to leave College.