

ACADEMIC PATHWAY PROGRAMS ATTENDANCE POLICY

SECTION 1 - PURPOSE AND SCOPE

- (1) The Attendance Policy will provide guidance to staff and students in regard to the College's policy and procedures in relation to monitoring student attendance in the Academic Pathway Programs.
- (2) Under the regulations of the Education Services for Overseas Students (ESOS) and provisions of the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007 (National Code 2007), a registered provider must "systematically monitor students' compliance with student visa conditions relating to attendance".
- (3) The objective of this policy is to set out the College Academic Pathway Programs policy and procedures in relation to the recording of attendance, the requirements for achieving satisfactory attendance, the notifying and counselling of students who are at risk of failing to meet attendance requirements and the procedures for notifying students who have failed to meet these requirements.

SECTION 2 - DEFINITIONS

- (4) For the purposes of this policy, the following definitions apply:
 - a. "Academic Pathway Programs" - includes Associate Degrees, Diplomas, Bachelor UWSC First Year courses and Foundation Studies courses unless otherwise stated in the policy.
 - b. "Domestic Student" - means a student who does not hold a student visa.
 - c. "International Student" - means a student studying in Australia on a student visa and does not include a study tour participant in Australia on a visitor or tourist visa.
 - d. "Registered Provider" - means a provider approved to deliver a course to overseas students under the Education Services for Overseas Students Act 2000 and Education Services for Overseas Students Regulations 2001.
 - e. "Study Session" - refers to one term or one quarter of study.

- f. "Attendance" - refers to actual physical attendance at classes and excludes all absences regardless of the reason for such absence.
- g. "TRIM" - refers to the UWS electronic document storage facility.
- h. "College" - UWSCollege Pty Ltd.
- i. "College Appeal Committee" - consists of at least two (2) members of the College Senior Management Team.
- j. "Satisfactory Course Progress" - for Diploma students: have passed 50% or more of credit points studied. For Foundation students: have a GPA of 4.0 or above.

SECTION 3 - POLICY STATEMENT

- (5) The College believes that attendance at and participation in scheduled classes is an essential part of the learning process. Engaging in academic discourse with other students and with staff can provide a greater connection to learning, garner a range of opinions and knowledge in addition to providing the opportunity for greater clarity and assistance in achieving course outcomes. The College expects students to maintain a minimum overall attendance level of 80% or above every term.
- (6) Under the provisions of the ESOS Act and the National Code, international students enrolled in University Foundation Courses must, as a condition of their visa, maintain a minimum attendance rate of 80% in each session of study. Such a requirement does not exist for students studying in Diploma and Associate Degree courses or for domestic students.
- (7) Under the provisions of the National Code, a provider may accept attendance rates of 70% or above if the student is making satisfactory academic progress. The College applies this clause in determining the minimum attendance rate required by international students enrolled in Foundation Studies. If a student's attendance falls below 80% and it is clear that the student will not be able to reach 80% by the end of the term the College is required to report the student to the Department of Immigration and Citizenship (DIAC) unless their attendance is 70% or above and they are making satisfactory academic progress.
- (8) Attendance records must be maintained for all International Foundation Studies students.

SECTION 4 - PROCEDURES

- (9) Students are informed of this attendance requirement at orientation and in writing.

Monitoring of Attendance

- (10) Where student attendance records are maintained, Academic Program teachers will record student attendance with the exception of lectures in the Diploma, Associate Degree and Bachelor First Year Programs via class rolls at all scheduled classes.

Category	Attendance Parameters	Attendance Calculations
Present	Student present for 100% of the scheduled class time	100% of scheduled class time recorded as present in attendance calculations
Partially Absent	Student attended at least 50% of the class, but were absent for some of the class time	50% of scheduled class time recorded as present in attendance calculations
Absent	Student missed more than 50% of the scheduled class time	0% of class time recorded as present in attendance calculations

- (11) Where student attendance records are maintained, attendance records will be stored electronically.
- (12) Cumulative attendance will be made available to students at a minimum of once per fortnight commencing week four (4) of each term. In order to maintain student privacy, student ID numbers will be used. This cumulative attendance is a percentage which represents the total number of hours of classes attended out of the total scheduled thus far.
- (13) If a student is absent from class due to illness evidenced by an original medical certificate, this certificate is TRIMMED to the student file. If a student provides supporting documentation of compassionate and compelling occurrence this too is TRIMMED. Attendance records will not be altered.

Students at Risk

- (14) Students, whose attendance records are being monitored, may be identified as being at risk if the student's attendance is below 80%. From week four (4) Attendance Warning Letters will be sent to these students.
- (15) Referrals will be made to see the Student Advisor if the student appears to have personal or health issues which are affecting their ability to attend classes.

International Students

- (16) If an international Foundation Studies student reaches a point where they cannot reach 80% attendance by term's end they will be sent a letter advising them of this and the need for them to achieve and maintain satisfactory attendance until the end of the term.
- (17) If for any reason an International Foundation Studies student is absent for five (5) consecutive days the student will be sent a letter requesting them to make contact with the College to attend a formal interview.

- (18) International students in the Foundation Studies courses who fail to meet the 70% attendance level by term end, or for whom it is obvious during the course that they will not meet the requirement, will be notified in writing by the College Registrar's Unit that they will be reported for non-compliance with the attendance condition of their student visa. They will also be notified that they have 20 working days from the receipt of the notification to appeal the decision. During this period students must continue to attend classes.
- (19) Where an international Foundation Studies student has attendance between 70% and 79% by term end and they are not making satisfactory course progress and are subject to exclusion, they will be notified in writing by the College Registrar's Unit that they will be reported for non-compliance with the attendance condition of their student visa. They will also be notified that they have 20 working days from the receipt of the notification to appeal the decision. During this period students must continue to attend classes.
- a. The grounds for appeal in the case of reporting for attendance may only be against miscalculation of the attendance or against the application of the College processes.
 - b. The appeal must be made in writing to the College Registrar's Unit within 20 working days of the receipt of the notification.
 - c. Appeals against Determinations made in relation to Non-Academic Misconduct will be heard by an Appeals Panel, comprising:
 - i. Two senior managers not involved with the student
 - ii. Organisational Development representative
 - d. If the appeal is dismissed the student may then choose to have the decision reviewed by an external body. In this situation they must inform the UWS ESOS Compliance Officer that they are seeking external review.
 - e. If the student does not choose to use the appeal mechanism, withdraws from the appeal process or if the appeal process results in a decision supporting the College, the UWS ESOS Compliance Officer will activate the DIAC notification process.

SECTION 5 - GUIDELINES AND REFERENCES

Related Legislation/Policies/Procedures

- a. Education Services to Overseas Students (ESOS) Act 2000
- b. Education Services to Overseas Students Regulations 2001
- c. National Code of Practice for Registration Authorities and providers of Education and Training to Overseas Students 2007(National Code 2007)
- d. Academic Pathway Programs University Foundation Studies Progression and Unsatisfactory Academic Progress Policy

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STATUS AND DETAILS

Status:	Current		
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Summary of Changes from Previous Version

Amended Clauses (10), (12), (14), (16), (17)

Amended Clause (19)c - provided details of members of the Appeals Panel