

ACADEMIC PATHWAY PROGRAMS ATTENDANCE POLICY

SECTION 1 – PURPOSE AND SCOPE

(1) The Attendance Policy will provide guidance to staff and students in regard to UWSCollege’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 UWSCollege 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:

- a. “Domestic student” means a student who does not hold a student visa.
- b. “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.

Policy:	UWSCollege Academic Pathway Programs Attendance Policy	Policy Owner:	UWSCollege Academic Committee
Version No:	1	Noted by Board:	
Orig Approval Date:	20 July 2010	Review Date:	Pages: 1 of 5

- c. 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.
- d. “Study session” refers to one semester or term of study.
- e. “Attendance” refers to actual physical attendance at classes and excludes all absences regardless of the reason for such absence.
- f. “TRIM” refers to the UWS electronic document storage facility.

SECTION 3 – POLICY STATEMENT

(5) UWSCollege 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. For this reason, attendance records are maintained for all students enrolled in the Academic Pathway Programs at UWSCollege.

(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 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. UWSCollege 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 session UWSCollege is required to report the student to the Department of Immigration and Citizenship (DIAC) unless their attendance is above 70% and they are making satisfactory academic progress.

SECTION 4 – PROCEDURES

(8) Students are informed of this attendance requirement at orientation and in written form in their course handbooks.

(9) Students are given a certificate of attendance at the end of each semester of study.

Policy:	UWSCollege Academic Pathway Programs Attendance Policy	Policy Owner:	UWSCollege Academic Committee
Version No:	1	Noted by Board:	
Orig Approval Date:	20 July 2010	Review Date:	Pages: 2 of 5

Monitoring of Attendance

(10) Academic program teachers will record all student attendance with the exception of lectures in the Diploma Programs via class rolls at all scheduled classes. They will record any lateness to class, absences from class and instances of students who leave before the class is completed.

(11) Attendance records will also be stored electronically after the transfer of data from rolls.

(12) Cumulative attendance for all students will be published on a notice board at a minimum once per fortnight commencing at the start of week three (3) of each semester. 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 and a note made on file. If a student provides supporting documentation of compassionate and compelling occurrence this too is TRIMMED. Attendance records will not be altered.

(14) UWSCollege Academic Pathway Programs requires all students in the first instance to maintain a minimum overall attendance level over 80% every semester as an indication that they are genuine students.

(15) Students who are not maintaining this level during the semester will be notified and counseled.

Students at Risk

(16) Students may be identified as being at risk at a number of checkpoints the first of which is activated if the student's attendance drops for three (3) successive weeks. At this point, even if the attendance is well over 90%, attendance warning Letter 1 is sent.

(17) Warning Letter 2a will be sent if the student's attendance drops below 80%. Students will, in most cases, have been interviewed and counselled prior to this letter being sent.

Policy:	UWSCollege Academic Pathway Programs Attendance Policy	Policy Owner:	UWSCollege Academic Committee
Version No:	1	Noted by Board:	
Orig Approval Date:	20 July 2010	Review Date:	Pages: 3 of 5

(18) If the attendance does not improve the student will be sent a letter requesting a formal interview (Letter 3).

(19) Attendance of students will be monitored on an ongoing basis and interviews conducted with students. Referrals will be made to see the Student Advisor or UWS Counselling staff if the student appears to have personal or health issues which are affecting their ability to attend classes.

International Students:

(20) If an international Foundation Studies student reaches a point where they cannot reach 80% attendance by semester's end they will be sent a final letter advising them of this and the need for them to achieve satisfactory academic progress by the end of the semester (Letter 4).

(21) International students in the Foundation Studies courses who fail to meet the 80% attendance level by semester end, or for whom it is obvious during the course that they will not meet the requirement and who are not making satisfactory course progress, will be told and notified in writing that they will be reported for non-compliance with the attendance condition of their student visa. They will also be notified that they have twenty (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 UWSCollege processes.
- b. The appeal must be made in writing to the Manager Academic Pathway Programs within twenty (20) working days of the receipt of the notification.
- c. 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 Compliance Officer that they are seeking external review.
- d. 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 UWSCollege, the UWS Compliance Officer will activate the DIAC notification process.

Policy:	UWSCollege Academic Pathway Programs Attendance Policy	Policy Owner:	UWSCollege Academic Committee
Version No:	1	Noted by Board:	
Orig Approval Date:	20 July 2010	Review Date:	Pages: 4 of 5

- e. UWSCollege will not report Foundation Studies students who, at semester end, are maintaining satisfactory course progress and are attending at least 70% of scheduled classes.

(22) The attendance of all other students will be monitored and feedback and counseling provided however no mandatory reporting of these students is required.

SECTION 5 – GUIDELINES AND REFERENCES

- 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. UWS Progression and Unsatisfactory Academic Progress Policy.

Policy:	UWSCollege Academic Pathway Programs Attendance Policy	Policy Owner:	UWSCollege Academic Committee
Version No:	1	Noted by Board:	
Orig Approval Date:	20 July 2010	Review Date:	Pages: 5 of 5