

Student Attendance Monitoring Procedure

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Purpose

This procedure describes how class attendance for international students holding an Australian study visa, studying English Language Intensive Courses for Overseas Students (ELICOS), Foundation Studies Programs and any other course that mandates attendance requirements is recorded, calculated and monitored, and how a student can apply for a short-term leave of absence.

Applicable governance instruments

Instrument	Section	Principles
Education Services for Overseas Students (ESOS) Act 2000 (Cth)	Part 4 – The National Code. Division 2	N/A
National Code of Practice for Providers of Education and Training to Overseas Students 2018 (Cth)	Part B. Standard 8 (Overseas student visa requirements)	N/A
English Language Intensive Courses for Overseas Students (ELICOS) Standards 2018 (Cth)	Standard P1 – Scheduled course contact hours	N/A
Education Services for Overseas Students (Foundation Program Standards) Instrument 2021 (Cth)	Standard 1 – Basic Requirements	N/A

Procedure

1. Student attendance requirements

In accordance with the [National Code of Practice for Providers of Education and Training to Overseas Students 2018](#), international students with an Australian student visa, studying English Language Intensive Courses for Overseas Students (ELICOS) and Foundation Studies Programs must attend at least 80% of their scheduled contact hours.

The University also requires students undertaking the International First Year Diploma and the Graduate Certificate in Business Studies to attend 80% of their scheduled classes in each study period.

Prospective students must be provided with information regarding the attendance requirement and how attendance is recorded, calculated and monitored prior to commencing their studies. This information is provided during orientation by local-area teaching staff.

2. Attendance requirements and scheduled classes

Attendance requirements are specified in terms of scheduled classes.

For ELICOS students, each five-week study period (module) is counted as one study period. A “scheduled class” is each two-hour session held across the study period.

For Foundation Studies Program and International First Year Diploma students, each 13-week study period is counted as one study period. A “scheduled class” is each timetabled class for a unit, with each unit having five hours of timetabled classes per week.

3. Recording student attendance

Attendance is recorded electronically by the teaching staff member at the start of each scheduled class. Students are allowed a fifteen-minute grace period after the scheduled start time of the class before attendance is recorded. Records are updated daily by the teaching staff member, and students are able to access their attendance record through the Learning Management System (MyLO).

Students who are present in class at the completion of the fifteen-minute grace period are recorded as being present for that scheduled class. Students that are *not* present in class at the completion of the fifteen-minute grace period are recorded as absent for that scheduled class, regardless of whether they arrive later.

For classes that are delivered online, to be recorded as present for that scheduled class, prior to the end of the fifteen-minute graced period, students must:

- a) join the online session;
- b) turn on their camera; and
- c) engage in class activities.

Students who have *not* joined the online session or who have joined the online session but have failed to turn on their camera or engage in class activities, at the completion of the fifteen-minute grace period, will be recorded as absent for that scheduled class, regardless of whether they arrive later.

4. Calculating student attendance

Attendance is calculated each study period as projected attendance and at any given point students are assumed to have 100% attendance for the remainder of the study period. At the start of each study period, all students will have a 100% attendance record with each absence throughout the study period being deducted from the attendance record at the time of the absence.

For ELICOS students, attendance is calculated based on the number of scheduled classes attended throughout the study period.

For Foundation Studies Program and International First Year Diploma students, attendance is calculated based on the number of hours of scheduled classes attended throughout the study period.

5. Monitoring student attendance

Attendance for each student will be monitored weekly by appropriate teaching staff.

Students that have been absent for five consecutive days, or who have been identified as being at risk of not meeting their attendance requirements (i.e. whose attendance is below 90%, but above 80%), will receive a formal attendance warning notice, issued by the teaching area via email to the student's University email address. The notice will include, at a minimum:

- a) the student's current attendance percentage;
- b) a reminder of the requirement to maintain a minimum attendance of 80%;
- c) information about what will happen if their attendance falls below 80%; and
- d) a request to meet with support staff to discuss their studies and attendance.

For students whose attendance is below 80%, a Notice of Intention to Report the student to the Department of Home Affairs (NOIR) will be issued via email to the student's University email address. This is done in accordance with Federal legislation and the University's obligation to report unsatisfactory course attendance for international students enrolled in ELICOS, Foundation Studies Programs and any other courses for which the University monitors attendance.

Students that are absent due to illness are encouraged to obtain a medical certificate for the days missed so that they may refer to them if they receive a Notice of Intention to Report (NOIR) based on unsatisfactory attendance.

6. Appealing a Notice of Intention to Report (NOIR)

Students issued with a NOIR due to unsatisfactory attendance can appeal the notice. See the [International Student Appeal Against Notice of Intention to Report Procedure](#). If the appeal is successful, the student will not have their Confirmation of Enrolment (COE) cancelled; however, their attendance record will not be altered. Any further absences will result in a new NOIR being issued.

7. Short-term leave of absence

In some circumstances, a student may apply for a short-term leave of absence. Application forms are available from local area teaching staff.

A short-term leave of absence request may be considered for absences of at least five consecutive days of the study period. A leave of absence request will only be considered based on compassionate or compelling circumstances.

A compassionate or compelling circumstance is one that is beyond the student's control and has had an impact on the student's ability to maintain satisfactory attendance in their program of study.

Students must supply supporting documentation (such as from a health professional, government body or agency) together with their application form that demonstrates how these circumstances have impacted their ability to attend classes.

Examples of compassionate or compelling circumstances include, but are not limited to:

- a) serious illness or injury of the student;

- b) death or serious illness of a close family member such as a parent or grandparent;
- c) major political upheaval or natural disaster in the home country of the student requiring emergency travel by the student that is, or is likely to have, an impact on the student's ability to continue or commence their studies;
- d) a traumatic experience where a student has been a victim of, or a witness to, a serious accident or crime, and this experience has adversely impacted on the student; or
- e) misadventure, for example: an unusual/one-off event such as a major traffic incident that prevented the student from being able to travel to and attend class.

If the leave of absence request is approved, the absence period will be removed from the attendance record and the student's attendance will be re-calculated. Where the re-calculated attendance is below 80%, a NOIR will be issued by email to the student's University email address (see section 5 above).

For students with an attendance NOIR appeal in progress, the NOIR appeal form may be amended to reflect the re-calculated value.

Related procedures

International Student Appeal Against Notice of Intention to Report Procedure

Versions

<u>Version</u>	Action	Approved By	Responsible Officer/s	Approval Date
1	Approved	Deputy Vice-Chancellor (Academic)	Director, Academic Quality and Standards	7 February 2023
2	Approved	Deputy Vice-Chancellor (Academic)	Director, Academic Quality and Standards	9 February 2024
3	Approved	Deputy Vice-Chancellor (Academic)	Director, Academic Quality and Standards	10 September 2024