

UNSW Global Pty Limited		Monitoring Attendance	
UNSW Foundation Studies	<input checked="" type="checkbox"/> Internal	<input checked="" type="checkbox"/> External	
Responsible Officer	Manager Teaching Operations		
Contact Officer	Heather Rex		
Authorisation	Principal Foundation Studies		
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Modifications	November 2011		
Superseded Documents	FS-011-POL Version 1.2		
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Policy ID	FS-011-POL		

1. Preamble

1.1 Purpose

This policy is in place to ensure students are informed of the requirements for satisfactory course attendance. Students are expected to attend all classes and lectures.

1.2 Background

This policy satisfies the requirements of Standard 11 of the National Code 2007.

1.3 Principles

The purpose of determining whether a student is maintaining Satisfactory Attendance is to alert students, teachers and Student Support staff as early as possible, any problems that may prevent the student from satisfactorily completing the Program, and possible breaches of a student's visa conditions.

With early intervention the more serious consequences of a student's continued poor attendance may be prevented.

2. Scope

This policy applies to all students in UNSW Foundation Studies programs including Australian citizens and permanent residents of Australia. The policy also applies to all staff involved in the promotion, recruitment, admission, academic delivery, management or administration of overseas students on student visas.

3. Definitions

UNSW Foundation Studies is an education group of UNSW Global Pty Limited, a not-for-profit provider of education, training and consulting services and a wholly owned enterprise of the University of New South Wales. The University of New South Wales (UNSW) CRICOS Provider No 00098G.

Satisfactory Attendance – a minimum of 80% of scheduled contact hours (with or without medical certificates)

4. Policy Statement

Attendance monitoring

Class rolls are marked and regular formal attendance checks are conducted during the course and recorded on the Student and Agent Management system (SAM). A student can be recorded as present (with an X on the class roll), absent (with an A on the class roll), or late (with an L and the number of minutes late on the class roll). Consistent lateness to class is also taken into consideration when determining attendance. Absences are recorded and included in the calculation of attendance whether or not medical certificates are provided by way of explanation.

Assessing Satisfactory Attendance

The requirement for Satisfactory Attendance is that a student must attend at least 80% of scheduled contact hours (with or without medical certificates), for the course.

Students at risk of not achieving satisfactory attendance

Students who have attendance of less than 85% or students who have been absent for more than five consecutive days without approval, will be considered at risk of not being able to achieve Satisfactory Attendance and will receive formal written warning by letter. A student also receives an official notification that they are at risk of not achieving satisfactory course attendance. A copy of the warning letter and the "At Risk" notification are placed on the student file.

If attendance does not improve, a student receives a second official warning and is interviewed by Program coordinators. Counselling is provided for all students deemed to be at risk. With early intervention the more serious consequences of a student's continued poor attendance may be prevented.

Consideration of Compassionate and Compelling Circumstances

If a student produces documentary evidence clearly demonstrating that compassionate or compelling circumstances have prevented the student attending the course then this will be considered together with the student's course progress before any decision is made to report the student for failing to achieve satisfactory attendance. This is dealt with on a case by case basis and the 70 – 80% discretionary reporting band may be used.

Students unable to achieve satisfactory attendance in the course

Students who are no longer able to achieve 80% attendance for the course will be considered to have failed to achieve Satisfactory Attendance.

Overseas students who fail to meet their visa conditions relating to attendance will be notified in writing of the intention to report the student to DIAC for not achieving satisfactory attendance.

This written notice will inform the student that he or she is able to access the UNSW Foundation Studies Complaints and Appeals process and has 20 working days in which to do so.

If a student does not appeal or appeals unsuccessfully, he/she will be reported to DIAC through Provider Registration and International Students Management System (PRISMS). At this point their enrolment in UNSW Foundation Studies may be cancelled.

Australian Citizens and Permanent Residents of Australia who fail to achieve satisfactory attendance can have their enrolment in UNSW Foundation Studies cancelled.

Information regarding attendance may be provided to a parent, guardian or sponsor if specifically requested, or if there is reasonable concern for the health or wellbeing of a student in the program.

All documents in regards to monitoring attendance will be kept on the student's file and a record of attendance is included on the Statement of Results.

5. Legal and Policy Framework

This policy complies with the following legislative framework governing the delivery of education to overseas students studying in Australia on a student visa:

- Education Services for Overseas Students (ESOS) Act 2000
<http://www.comlaw.gov.au/comlaw/management.nsf/lookupindexpagesbyid/IP200401844?OpenDocument>
- National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007 (The National Code 2007)
<http://www.aei.gov.au/regulatory-information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/National-Code/Pages/default.aspx>

6. Implementation

6.1 Responsibilities

UNSW Foundation Studies must comply with the ESOS Act and its regulations. Each staff member involved in the promotion, recruitment, admission, delivery, management or administration of overseas students on student visas is responsible for the implementation of this policy.

6.2 Staff Roles

UNSW Foundation Studies Staff involved in attendance data collection and any attendance related interventions and reporting are expected to adhere to the UNSW Foundation Studies Attendance Monitoring Policies as outlined above and as described to students in the UNSW Foundation Studies student handbook.

6.3 Student Roles

Students must complete relevant documentation and Explanation of Absence forms in relation to absence for any reason. These are kept with student files for reference and for correspondence with the relevant authorities.

If students are absent for an extended period, or are required to return home for any reason they are required to inform UNSW Foundation Studies.

7. Review

The Manager, Teaching Operations will review this policy annually, or in case of legislative changes governing the delivery of education services to overseas students on a student visa.

8. Attached Documentation

Student version of the Attendance Monitoring procedure.

9. Related Policies and Procedures

FS-008-POL: UNSW Foundation Studies Complaints and Appeals Policy

FS-010-POL: UNSW Foundation Studies Monitoring Course Progress Policy

FS-013-POL: UNSW Foundation Studies Student Deferral Suspension and Cancellation Policy

SSUP-000-PRO: UNSW Global Missing Students Procedure