

## ATTENDANCE POLICY

Document ID	Attendance Policy
Related Documents	General Regulations; Quality Management System; Academic Plan; Academic and Course Progress Policy; Assessment Policy; Board of Examiners Terms of Reference; Academic Review Committee Terms of Reference
Date	12 October 2016
Date of Next Review	13 October 2017
Authorised by	Principal Executive Officer
Approved by	Academic Board, 11 November 2016
Version	1.4
Responsible Officer	Dean
References and Legislation	Tertiary Education Quality and Standards (TEQSA) Act 2011 (Cth); Higher Education Standards Framework (Threshold Standards) 2015; Education Services for Overseas Students Act 2000 (Cth); Education Services for Overseas Students Regulations 2001; Migration Act 1958 (Cth); National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007; the Higher Education Support Act 2003 (Cth); and Privacy Act 1988 (Cth)

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## 1. Purpose

This policy describes APIC's standards and expectations in relation to student attendance in award courses. The particular expectations and requirements herein with respect to onshore international students are consistent with the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007 (National Code), and Department of Immigration and Border Protection student visa conditions.

## 2. Scope

This policy applies to all students enrolled in award courses at Asia Pacific International College. Holders of international student visas will be subject to additional specified conditions under this policy. This document should be read in conjunction with other related policies (see Related Documents).

## 3. Definitions

Item	Definition
<i>At-Risk</i>	Identifies a student whose behaviour and/or academic performance places them at risk of not achieving or maintaining an academic status of <i>Good Standing</i> .
<i>Award course</i>	A structured sequence of study leading to an award of a Diploma, Bachelor Degree, Graduate Certificate, Graduate Diploma, or Masters Degree, which when successfully completed is conferred on the graduand by the Governing Board of APIC.
<i>ESOS Act</i>	Education Services for Overseas Students Act 2000 (Cth).
<i>Good Standing</i>	Refers to the academic status of a student identified as having achieved a Pass grade or higher in all of the units in which they were enrolled during a teaching semester.
<i>National Code</i>	National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007.
<i>Onshore international student</i>	A holder of a student visa, who is not a citizen of Australia or New Zealand, or who is not an Australian permanent resident, or who is a temporary resident of Australia.
<i>Satisfactory attendance</i>	Having normally attended 80% of scheduled classes, or having demonstrated an academic status of <i>Good Standing</i> by alternative means.

## 4. Legislative References for International Students

Section 19(2) of the Education Services for Overseas Students Act 2000 (Cth) provides that:

*A registered provider must give the Secretary particulars of any breach by an accepted student of a prescribed condition of a student visa as soon as practicable after the breach occurs.*

Department of Immigration and Border Protection student visa condition number 8202 stipulates that:

*You [all student visa holders] must maintain satisfactory attendance in your course and course progress for each study period as required by your education provider.*

## 5. Attendance Principles

The following principles and practice form the foundation for this policy.

APIC encourages academic excellence and the professional development of all students, and believes that student attendance in class and active engagement with learning activities is an essential part of the learning process. Active engagement requires interaction between students and their lecturers and with each other, and can provide a greater connection to learning and knowledge. Lectures and other in-class activities are designed to scaffold student learning and assist students to complete their assessment tasks. Active engagement in class therefore also provides students the opportunity to seek clarity and assistance in achieving Unit and Course Learning Outcomes.

APIC acknowledges its duty of care to all students, and in particular to onshore international students, to ensure they achieve and maintain satisfactory attendance and academic progress. All decisions and subsequent actions with respect to onshore international students' attendance must be undertaken ensuring adherence to reporting and other requirements under the ESOS Act, the National Code and the Australian government Department of Immigration and Border Protection. (refer [Academic and Course Progress Policy](#))

All students are ultimately responsible for managing their attendance in class with other activities (e.g. employment, family commitments).

Onshore international students enrolled at APIC are expected to comply with all the conditions of their international student visa. (refer <http://www.border.gov.au/Trav/Stud/More/Visa-conditions/visa-conditions-students>)

## 6. Attendance Requirements and Monitoring

APIC monitors the attendance patterns of all students and is required to notify the Department of Immigration and Border Protection of any breaches of the satisfactory attendance requirement by onshore international students.

To maintain a satisfactory attendance record, APIC requires all students to attend at least 80% of scheduled classes for units in which they are enrolled. Attendance is classified as the student being present for the whole duration of the scheduled class.

To maintain a satisfactory attendance record of at least 80% therefore requires for example that if a unit is taught through one lecture and one tutorial per week for ten weeks, a student enrolled in that unit would be expected to attend a minimum of eight lectures and eight tutorials for that unit throughout the course of the semester, or having demonstrated an academic status of Good Standing by alternative means.

Attendance will be formally recorded in all scheduled classes.

### 6.1 Attendance Breaches

Non-attendance at scheduled classes is one indicator monitored at APIC that a student may be at risk of not achieving or maintaining an academic status of Good Standing. All students identified as being At-Risk may be subject to a remedial strategy or plan of action imposed by the Academic Review Committee. (refer [Academic and Course Progress Policy](#))

With respect to onshore international students, APIC has a legal obligation to notify the Australian government Department of Immigration and Border Protection of onshore international students who have not maintained

a satisfactory attendance record or who are not of Good Standing, which may result in the cancellation of their student visa. (refer [Academic and Course Progress Policy](#))

## 6.2 Attendance Waivers

Any student may have reasonable grounds for not being able to attend a scheduled class. All requests from students unable to attend a scheduled class must be made in writing to the relevant Director of Studies (Undergraduate or Postgraduate) before the scheduled class.

Wherever possible, students must provide documentary evidence to explain their situation when explaining reasons for non-attendance.

Routine demands and circumstances including:

- regular academic workload;
- regular employment;
- recreational travel; or
- planned personal, sporting and social events (e.g. weddings)

will not normally be considered as reasonable grounds for non-attendance at a scheduled class.

Students who are unable to attend a scheduled class may be advised by their Director of Studies to submit an application for Special Consideration. (refer [Assessment Policy](#))

In circumstances when a student is unexpectedly and unavoidably late attending class, or is unexpectedly required to leave early, such that advance notice in writing to the relevant Director of Studies is unfeasible, they [the student] should convey the reason for their absence directly to the lecturer in charge of the class.

## 7. Policy Suspensions

This policy supersedes the following:

Document ID	Approval Date
Asia Pacific International College General Regulations Section 5. Enrolment, clause: 5.2.2	27 April 2016
APIC Policy on Attendance for International Students	21 February, 2012