

## Policy Title

### Attendance Policy

#### Preamble

This policy was approved by Academic Board of Studies on 19 April, 2018 and supersedes the Attendance Policy approved by Academic Board on 24 February 2014.

This policy is consistent with:

- The Education Services for Overseas Students Act (ESOS) 2000
- National Code of Practice for Providers of Education and Training to Overseas Student 2018

#### Purpose

The policy establishes the criteria and processes used to determine satisfactory attendance.

#### Scope

The policy applies to all students enrolled in the Foundation Program and Diploma courses at all campuses of Deakin College.

#### Policy

This Policy is underpinned by the following principles:

- Deakin College will monitor and record the attendance of students for each enrolled class in any given trimester.
- Deakin College will identify, contact, counsel and provide support to students who are at risk of not meeting attendance requirements.
- Students are required to attend a minimum of 80 per cent (80%) of their timetabled contact hours for each unit for which they are enrolled.
- Information regarding attendance requirements are provided to students during Orientation and is available through the Deakin College website and Student Portal.
- For overseas students, unsatisfactory attendance may result in the cancellation of their Confirmation of Enrolment (COE), which may have implications on their student visa.
- Students are also expected to monitor their attendance and engage with Deakin College staff if any anomalies to their attendance is identified, or seek assistance if experiencing academic or personal difficulties that is impacting on their attendance.
- Reports on the attendance monitoring process will be provided to the Teaching and Learning Committee tri-annually by the Academic Director.

#### 1. Attendance Requirements

- 1.1.** For any given trimester, students are required to attend a minimum of 80 per cent (80%) of their timetabled contact hours for all enrolled units of study.
- 1.2.** Each unit of study comprises four scheduled contact hours teaching weeks. Students are granted full attendance in the examinations week.
- 1.3.** In each trimester, students are required to attend the specified units of study for which they are timetabled (time and day). Subject to vacancies in classes, students may change

their class and timetable by no later than the close of business on the Friday of week 2 of a given trimester.

- 1.4. Students are expected to arrive in class at the scheduled day and time and, attend the full duration of each class.
- 1.5. Students who are absent from class due to a compassionate or compelling circumstance beyond their control are required to submit an Explained Absence Form and relevant supporting documentation within seven (7) working days of the absence.
- 1.6. If absent from their scheduled class, a student may attend a maximum of two (2) alternative class per unit of study in a given trimester. A student must submit a signed and verified Lecture Attendance Variation Form within seven (7) working days after the initial scheduled class.

## **2. Attendance Recording**

- 2.1. Attendance will be recorded for all classes from week 1 of any given trimester. All students are granted full attendance for week 1.
- 2.2. For each class, lecturers will take attendance after the first half hour (30 minutes) and, record this electronically on the Student Portal.
- 2.3. A lecturer may take additional attendance by paper at any other time during the class, however, a student's formal attendance is based on the attendance details recorded on the Student Portal.
- 2.4. Students will be marked as present for a late arrival within the first half hour (30 minutes) of each class. Arrival after this time will be marked as absent.
- 2.5. Students who are not in class at the time attendance is recorded will be marked as absent.
- 2.6. Approval of the Explained Absence Form or Lecture Attendance Variation Form will be reflected on the student's attendance record in order for the student to continue to meet the minimum attendance requirements.
- 2.7. If a student is absent, for three consecutive classes, the lecturer must notify Student Services who will then contact the student.

## **3. Attendance Monitoring**

- 3.1. Formal attendance checks and monitoring are undertaken in weeks four (4) and six (6) in any given trimester.
- 3.2. Class attendance is monitored electronically and calculated as a percentage of the total number of classes which a student attends ( $n$ ) against the total number of the student's timetabled classes per week ( $t$ )  $[(n/t) \times 100]$ .
- 3.3. The first Attendance Warning Notice, covering weeks one (1) to three (3) of the trimester will be sent to students at risk of not achieving the minimum 80 per cent (80%) attendance.
- 3.4. The second Attendance Warning Notice, covering weeks one (1) to five (5), will be sent to students with an attendance below 80 per cent (80%).
- 3.5. The Attendance Warning Notices, at the very least, will be emailed to the student's Deakin College email address.
- 3.6. In addition to the Attendance Warning Notices, students who attendance below 35% in the first Attendance Warning Notice and/or below 25% in the second Attendance Warning Notice, including students under 18 years of age, will be contacted and invited to arrange

an appointment with a Student Counsellor to discuss their attendance and any academic or personal issues affecting their attendance.

- 3.7. If the Student Counsellor determines that the student's personal circumstances are conducive to taking Leave of Absence, this will be recommended to the student and their enrolment status adjusted accordingly.

#### **4. Overseas Students Enrolled in the Foundation Program**

- 4.1. For any given trimester, a student enrolled in the Foundation Program is required to attend a minimum of 80 per cent (80%) of their timetabled contact hours for all enrolled units of study to meet satisfactory attendance requirements.
- 4.2. Students will be reminded in their Attendance Warning Notice(s) that they may be reported to the relevant Australian Government higher education and immigration agencies if they do not meet satisfactory attendance and their student visa condition.
- 4.3. Students identified as at risk of not meeting satisfactory attendance, will be required to attend an interview with a Student Counsellor to ascertain the reasons for their low attendance and what support they can be provided with.
- 4.4. At the point in time where it's determined that a student is unable to meet satisfactory attendance for the duration of the current Foundation Program Confirmation of Enrolment (CoE) and, their attendance percentage is below 80 per cent (80%), a notification of intention to report for unsatisfactory attendance will be issued.
- 4.5. Students issued a notification of intention to report for unsatisfactory attendance will be provided the opportunity to submit an appeal against Deakin College's intention to report for unsatisfactory attendance.
- 4.6. A student may continue their enrolment and, will not be precluded from re-enrolling in the subsequent trimester subject to meeting the requirements of the Academic Progress Policy.
- 4.7. Reporting of a student's unsatisfactory attendance to the relevant Australian higher education and immigration agencies will not be completed until all avenues of appeal, internal and external, is completed.

#### **5. Appeals**

- 5.1. Students are entitled to appeal a decision under this policy by submitting an appeal application to the Deakin College Appeals Committee at [dcoll-appeals@deakin.edu.au](mailto:dcoll-appeals@deakin.edu.au). The appeal must be lodged within twenty (20) working days from the date the decision was communicated to the student in writing.
- 5.2. Students with attendance of at least 70 per cent (70%) who have provided supporting documentation to demonstrate compassionate or compelling circumstances when submitting the appeal application will be assessed to determine if the student will be reported for unsatisfactory attendance.

### **Related Policies**

Academic Course Progress Policy and Students at Risk Procedures

Appeals Policy  
Assessment Policy  
Student Support Policy

## Procedure

Attendance Procedure

## Definitions

Key Term or Acronym	Definition
Appeal	A submission by a student for a review of a decision made by Deakin College of an academic or non-academic nature. See also <i>Deakin College Appeals</i> .
Class	A scheduled teaching activity at a specified day and time.
Contact hours	The number of scheduled hours across all units of study in a given trimester for teaching purposes, course-related information sessions, supervised study sessions and examinations.
Confirmation of Enrolment (COE)	Confirmation of Enrolment. A document registered with the Australian Government confirming an overseas student's acceptance into a course for a specified duration.
Course	A program of instruction that leads to an award of the institution.
Course Progress	The measure of advancement within a course towards its completion. Also refer to <i>Satisfactory Academic Progress Policy</i> .
Day	Includes Indonesian, Victorian and Australian national public holidays and weekends.
Domestic Student	Defined as an Australian or New Zealand citizen or holder of a permanent residency visa, including a humanitarian visa.  For students at the Deakin College Jakarta Campus, this is defined as a citizen or permanent resident of Indonesia.
ESOS Act 2000	The <i>Education Services for Overseas Students Act 2000</i> . This Act regulates the delivery of education services to overseas students.

Deakin College Appeals Committee	The final appeals body at Deakin College which considers appeals from students against any decision by Deakin College of an academic or non-academic nature.
National Code 2018	<p>The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007. Established under section 33 of the ESOS Act 2000.</p> <p>The National Code 2018 provides nationally consistent standards and procedures for providers who deliver educational services to overseas students.</p>
Overseas Student	A student on an Australian student visa.
Overseas Students Ombudsman	An Australian Government agency which receives and investigates complaints from overseas students about actions and decisions of private education providers.
PRISMS	<i>Provider Registration and International Student Management System</i> . A database developed by the Australian Federal Government for the purposes of compliance with the ESOS Act.
Satisfactory Attendance	Attendance in at least 80 percent of scheduled contact hours across all units of study undertaken in a trimester.
Satisfactory Course Progress	Satisfactory advancement within a course towards its completion.
Student Portal	Deakin College intranet providing academic and administrative information and internal communication to Deakin College students.
Temporary Resident	<p>A person, other than an overseas student who is:</p> <ul style="list-style-type: none"> <li>i. temporarily residing in Australia for a specific purpose including skilled, temporary work, international relations, training and research; and</li> <li>ii. holds a visa permitting study in Australia.</li> </ul>
Trimester	A defined and formal period of study of 13 weeks. Deakin College runs three compulsory trimesters annually.
Unit of study	A component of study within a course. Also referred to as a subject.

## Status and Details

<b>Status</b>	Current
<b>Domain</b>	Student and Academic Services
<b>Effective date</b>	27/04/2018
<b>Review date</b>	30/04/2021
<b>Approval Authority</b>	Senior Management Group
<b>Implementation Officer</b>	Quality and Compliance Manager
<b>Enquiries Contact</b>	Andrea Clifford