

## CHS Attendance Policy & Procedures

Document ID	<b>CHS Attendance Policy &amp; Procedures</b>
Category	Academic
Document Owner	Dean
Approved By	Academic Board
Authorised By	Academic Board

### Version Control

Version	Summary of changes	Approval date	Review Date
1.0	Document Established	Academic Board: 20 November 2018 Governing Board: 27 November 2018	30 November 2020

## Table of Contents

1.	Purpose.....	2
2.	Scope .....	2
3.	Definitions .....	2
4.	Policy Statement.....	2
5.	Procedures.....	2
5.1	Attendance Requirements and Monitoring .....	2
5.2	Attendance Breaches .....	3
5.3	Attendance Waivers .....	3
6.	Responsibilities .....	3
6.1	Students .....	3
6.2	Unit Coordinators and/or Lecturers.....	4
6.3	Academic Registrar.....	4
7.	Records .....	4
8.	Related Documents .....	4
9.	Related legislation .....	4

## 1. Purpose

This policy describes CHS's standards and expectations in relation to student attendance in award courses.

## 2. Scope

This policy applies to all students enrolled in award courses at the College of Health Sciences.

## 3. Definitions

Term	Definition
<b>Award course</b>	A structured sequence of study leading to an award of a Diploma, bachelor's Degree, Graduate Certificate, Graduate Diploma, or Master Degree, which when successfully completed is conferred on the graduand by the Governing Board of CHS.
<b>ESOS Act</b>	Education Services for Overseas Students Act 2000 (Cth).
<b>Good Standing</b>	Refers to the academic status of a student identified as having achieved a Pass grade or higher in all the units in which they were enrolled during a teaching semester.
<b>National Code</b>	National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007.
<b>Satisfactory attendance</b>	Having normally attended 80% of scheduled classes or having demonstrated an academic status of Good Standing by alternative means.

## 4. Policy Statement

The objective of the policy is to:

- Outline the process for monitoring attendance to ensure all students progress through their course in accordance with CHC course requirements and legislative requirements of accrediting and regulatory bodies.
- Make accessible information to students of the impact of unsatisfactory attendance or lateness on their course progress and results.
- Encourage students to attend all scheduled classes to optimise academic success and practice discipline needed in the work place.

## 5. Procedures

### 5.1 Attendance Requirements and Monitoring

- CHS 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 overseas students.
- To maintain a satisfactory attendance record, CHS 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.

- Attendance will be formally recorded in all scheduled classes.

## 5.2 Attendance Breaches

- Non-attendance at scheduled classes is one indicator monitored at CHS 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 Course Progress Policy)
- With respect to overseas students, CHS has a legal obligation to notify the Australian Department of Immigration 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 Course Progress Policy)

## 5.3 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 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);shall normally not 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 a class, or is unexpectedly required to leave early, such that advance notice in writing to the relevant Director of Studies is not feasible, they [the student] should convey the reason for their absence directly to the lecturer in charge of the class.

## 6. Responsibilities

### 6.1 Students

- Students have responsibility to organise their study program and to seriously follow and engage with their learning program.
- Students are expected to be regular and punctual in attendance at all classes in face-to-face units in which they are enrolled, and/or to regularly engage in online activities.
- Students are expected to engage in the learning activities and assessment tasks outlined in the units in which they are enrolled by the deadlines published in the unit outline and unit guide.
- It is the student's responsibility to read the unit outline before the unit commences to ensure that they are familiar with any specific attendance requirements for that unit.
- Students are expected to be 'genuine students' and if at any time they are deemed not to be, they may be required to meet with the course convenor in regard to their learning engagement and to show cause why they should not be administratively withdrawn from the relevant unit/s or course. If the outcome is

discontinued enrolment and it occurs after the relevant census date the student will still be liable for the tuition fees for enrolled units in that teaching period.

- In the case of absence or lack of learning engagement due to illness or for some other unavoidable cause, students may need to apply for an extension consistent with the Assessment Policy for Higher Education Coursework Units, or where withdrawal from a unit is required, consideration for special circumstances in line with the Refund Policy.

## **6.2 Unit Coordinators and/or Lecturers**

- The Unit coordinator/lecturer must keep attendance records for all classes in units where a compulsory or minimum attendance level is prescribed.
- Unit coordinators/lecturers will monitor student engagement in order to identify students at risk and may use methods such as checking the activity of students on the LMS, students meeting assessment task, submission deadlines, or keeping class rolls.
- Unit coordinators/lecturers will report, in writing, to the relevant course convenor the names of any students deemed to be at risk, evidenced by failing to engage in learning activities and/or submit assessment tasks by the due date/s, as soon as it is evident. Supporting evidence is to be submitted with the report.

## **6.3 Academic Registrar**

- The Academic Registrar will arrange for the enrolment of students, reported by course convenors as being non-genuine, to be administratively discontinued if the student has not voluntarily withdrawn.
- A report of students deemed to be non-genuine and administratively discontinued as a result will be submitted by the Academic Registrar.
- The Registrar shall update both the Student Management System and the PRISMS within 2 working days of terminating an overseas student's enrolment unless the student has lodged an appeal in which case the termination shall be kept on hold until the appeal is concluded and outcomes notified to student.

## **7. Records**

Records associated with this policy will be maintained according to the Records Management Policy and Record Retention and Disposal Schedule.

## **8. Related Documents**

- CHS Academic Management Plan
- CHS Teaching Management Plan
- CHS Course Progress Policy
- CHS Assessment Policy
- CHS Board of Examiners Terms of Reference
- CHS Academic Review Committee Terms of Reference

## **9. Related legislation**

- Higher Education Support Act 2003
- Tertiary Education Quality and Standards Agency (TEQSA) Act 2011
- TEQSA Higher Education Standards Framework (Threshold Standards) 2015

- Education Services for Overseas Students (ESOS) Act 2000
- Australian Qualifications Framework (AQF).
- National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007
- Higher Education Support Act 2003 (Cth)
- Privacy Act 1988 (Cth)