

# Attendance Policy

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## Introduction

Registered providers systematically monitor student's compliance with student visa conditions relating to attendance. The University of Tasmania is required to be proactive in notifying and counselling students who are at risk of failing to meet attendance requirements.

The University of Tasmania is required to report students, under section 19 of the ESOS Act, who have breached the attendance requirements.

This Policy outlines the procedures and guidelines for the following:

- a) attendance marking guidelines
- b) absences
- c) notices for failing to meet attendance requirements
- d) calculation of attendance
- e) evaluation and review

This Policy replaces any previous policies, written or otherwise, in respect thereof.

## Definitions

**CARS** means the Computer Attendance Record System used as the attendance management and operating systems.

**CoE** means the Confirmation of Enrolment issued by the University of Tasmania to the student via PRISMS.

**Compliance Attendance** means current attendance percentage calculated plus a presumption of 100% attendance for the remainder of the student's enrolment. This is a percentage from the students start until end date on the student's current CoE.

**Compliance Office** means the Compliance Officer and the Compliance Assistant of the University of Tasmania.

**Course** means a total period of study as shown in the Offer of Enrolment and the Confirmation of Enrolment.

**Course fees** mean the amount of fees paid for tuition fees but does not include Overseas Students Health Cover.

**DEEWR** means the Department of Education, Employment and Workplace Relations.

**DIAC** means the Department of Immigration and Citizenship.

**ESOS** means the *Education Services for Overseas Students Act 2000*.

**FSP** means *Foundation Studies Program*

**Month** means 1 calendar month, which will be taken as 30 days.

**National Code** means *National Code of Practice for Registration Authority and Providers of Education and Training to Overseas Students 2007*.

**Overseas student** means an overseas student within the meaning of *Section 5* of the *ESOS Act 2000*.

**PRISMS** means Provider Registration and International Student Management System.

**Suspension of studies** means to temporarily put studies on hold while the student is studying the course.

**University** means the University of Tasmania.

### **Attendance**

The attendance of all students will be recorded systematically, including non-attendance due to illness, evidenced by a medical certificate, or other exceptional compassionate circumstances beyond the control of the students (eg. bereavement).

### ***Attendance Marking Guidelines***

- (1) Punctuality to classes

The standards are as follows:

1 <sup>st</sup> session	No more than 15 minutes late
2 <sup>nd</sup> session	No more than 15 minutes late

For FSP classes no more than 15 minutes late to any class.

Concessions may be given for significant events that may influence access to the English Language Centre. The University is required to use its professional judgment and consider the merits of each individual case.

Such significant events include, but are not limited to:

- a) bus strikes
- b) extreme weather conditions

### ***Absence***

**Attendance is calculated without inclusion of any types of absence.** However, medical certificates are will be taken into consideration by the Compliance Office if a student fails to meet attendance requirements. This will take place in the event that a student fails to achieve 80% attendance.

Students will be marked absent on the attendance paper rolls and will be marked present for the purposes of attendance on Public Holidays.

FSP students will be marked present for the purposes of attendance on Public Holidays. Pathway and DEAP students will be marked based on a 4 day week when a Public Holiday is included within that week. 100% will be divided between the number of academic days for the week.

***ELC Student Advisors will monitor these attendance records weekly.***

- (i) If a student has been absent for more than three (3) consecutive days without prior notification, **Student Advisors** must contact the student via any mode of communication deemed necessary.
- (ii) **The FIRST** written Attendance Warning Notice will be sent to the student via email to the student's University email address if the student's \*\*compliance attendance is on and/or below 84%.
- (iii) At this point, the student must attend the **Student Advisor's** office and be advised that s/he must meet the 80% attendance requirement and in the event that s/he fails to do so, the Compliance Office will issue a Notice of Intention to Report to the student informing them of their option to appeal the decision within 20 working days.
- (iv) **The Student Advisor must notify the Compliance Office as soon as a student's compliance attendance falls below 80% (unless the student provides satisfactory documentary evidence for absences [eg. Medical certificates]).**

As soon as a student's \*\*compliance attendance falls below 80%, the student has failed to maintain satisfactory attendance in accordance with this policy and unless the student provides satisfactory documentary evidence for absences (eg. Medical certificates), the Compliance Office will notify DEEWR through PRISMS of the student's failure to maintain satisfactory attendance.

### **Complaints and Appeals procedure**

Prior to being reported, students have 20 working days to access the ELC complaints and appeals procedure. If the student chooses not to access this procedure within the 20 working day period, or withdraws from this process, or the process is completed and results in a decision supporting the registered provider, the University must notify DEEWR that the student is not achieving satisfactory attendance.

If the student is unsuccessful in their internal appeal, then the Compliance Office must inform the student of their right to an external appeal, ie. through the Tasmanian Ombudsman. If the student chooses not to lodge an external appeal within 20 working days, then the student must be reported.

The Compliance Office must wait until the student has exhausted all methods of appeal, internal and external before reporting the student.

### **Attendance calculation**

#### **ELC Classes**

As of Module 5, 2007 attendance will only be marked for 20 hours a week. Therefore, attendance will be taken at core sessions and not options or self study sessions.

Attendance for weeks 2 – 4 is calculated using the attendance calculator below:

	Day 1	Day 2	Day 3	Day 4	Day 5
(First session)	10	10	10	10	10
(Second sessions)	10	10	10	10	10

Total = %100

Calculation for week 1 and 5 is taken over four days as the first day of module is on a Tuesday and attendance is taken on the last Thursday of the module for accurate attendance percentage calculations. Therefore the attendance is calculated according to the formula below:

	Day 1	Day 2	Day 3	Day 4
(First session)	12.5	12.5	12.5	12.5
(Second session)	12.5	12.5	12.5	12.5

Total = %100

Each student's attendance will be different depending on how many modules they are enrolled in.

### FSP

Calculation for FSP is calculated over 22 hours a week. Attendance is calculated based on how many hours a student has attended for each subject. A student will be marked present for how many hours per subject the student has attended e.g. 5 hours out of 6 hours for Academic English. The percentage for each week is calculated in CARS and an overall percentage is given for Compliance and Amended attendance.

Each student is required to attend 6 subjects. This consists of 3 compulsory and 3 optional units. The 3 compulsory units are as follows:

Academic English: 6 hours per week  
Computing: 2 hours per week  
Australian Studies: 2 hours per week

Optional units are as follows:

Chemistry: 4 hours per week  
Legal Studies: 4 hours per week  
Management: 4 hours per week  
Marketing: 4 hours per week  
Biology: 4 hours per week  
Maths: 4 hours per week  
Physics: 4 hours per week  
Psychology: 4 hours per week

Each student's attendance will be calculated over 2 semesters. At the completion of Semester 1 the student's overall attendance will be final for that semester. At the beginning of semester 2 the student will be given a new attendance record. Each Semester is 16 weeks long.

### **Evaluation and review**

This policy will be evaluated and reviewed annually to comply with National Code and University requirements.