

## **ACADEMIC PATHWAY PROGRAMS ATTENDANCE POLICY: FOUNDATION STUDIES PROGRAM – INTERNATIONAL STUDENTS**

### **1. PURPOSE AND SCOPE**

- 1.1. The Attendance Policy will provide guidance to staff and students regarding The College's policy and procedures in relation to monitoring international student attendance in the Foundation Studies Program in Academic Pathway Programs.
- 1.2. The objective of this policy is to set out The College's Academic Pathway Programs policy and procedures in relation to the recording of attendance, the requirements for achieving satisfactory attendance, the notifying and counselling of students who are at risk of failing to meet attendance requirements and the procedures for notifying students who have failed to meet these requirements.
- 1.3. This policy applies to all international students in the Foundation Studies Program studying at The College.

### **2. DEFINITIONS**

- 2.1. For the purposes of this policy, the following definitions apply:
  - 2.1.1. Student – refers to College international student who is studying in Australia (including off shore) on a student visa and does not include a study tour participant in Australia on a visitor or tourist visa.
  - 2.1.2. Teaching Term - refers to one term of study.
  - 2.1.3. Attendance - refers to recorded attendance.
  - 2.1.4. TRIM - refers to the Western Sydney University electronic document storage facility.
  - 2.1.5. The College Appeal Panel - consists of at least two (2) members of The College Senior Management Team or their nominees.
  - 2.1.6. The University - Western Sydney University.
  - 2.1.7. The College – Western Sydney University Enterprises Pty Limited trading as Western Sydney University The College.

### **3. POLICY STATEMENT**

- 3.1. Under the regulations of the Education Services for Overseas Students (ESOS), the provisions of the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students, international students enrolled in University Foundation Studies Programs must, as a condition of their visa, maintain a minimum attendance rate of 80% in each Term of study.

- 3.2. If an international student's projected attendance falls below 80% or they are absent for five (5) consecutive days, The College is required to report the student to the International Office at Western Sydney University.
- 3.3. Attendance records must be maintained for all International Foundation Studies students.

## **4. PROCEDURES**

- 4.1. Students are informed of this attendance requirement at orientation.

### **4.2. Monitoring of Attendance**

- 4.3. Foundation Studies Program teachers will record international student attendance as follows:

<b>Category</b>	<b>Attendance Parameters</b>	<b>Attendance Calculations</b>
Present	Student present for 100% of the scheduled class time	100% of scheduled class time recorded as present in attendance calculations
Partially Absent	Student attended at least 50% of the class, but were absent for some of the class time	50% of scheduled class time recorded as present in attendance calculations
Absent	Student missed more than 50% of the scheduled class time	0% of class time recorded as present in attendance calculations

- 4.4. Attendance records will be stored electronically.
- 4.5. Cumulative attendance will be made available to international students at a minimum of once per fortnight commencing week four (4) of each teaching terms. In order to maintain student privacy, student ID numbers will be used. The attendance is a percentage which represents the number of hours of classes attended and the student attending all classes up until the end of the teaching term. This will be the students 'Projected Maximum Percentage.
- 4.6. If a student is absent from class due to illness evidenced by an original medical certificate, this certificate is TRIMMED to the student file by Academic Administration. If a student provides supporting documentation of compassionate and compelling occurrence this too is TRIMMED. Attendance records will be amended to show absence as an approved absence.
- 4.7. Projected attendance is calculated on attendance to date and an assumption that all future classes will be met. Students will be notified via email by The College that they will be reported for non-compliance with the attendance condition of their student visa.
- 4.8. Students will be notified that they have 20 working days from the receipt of the notification to appeal the decision. During this period the student must continue to attend classes.

- 4.9. The grounds for appeal in the case of reporting of attendance can be miscalculation of the attendance or against the application of The College processes.
  - 4.9.1. If the attendance is above 70%, or through the appeal process the attendance is recalculated as above 70%; the appeal can also be on the grounds of compassionate and compelling circumstances that impacted on attendance.
  - 4.9.2. Evidence must be provided to support the appeal. Examples of evidence are medical certificates, death certificates or, supporting letters from Student Welfare. If the evidence is not in English, translation to English by an accredited third party is required.
  - 4.9.3. If required, the appeals panel may request further evidence.
- 4.10. Compassionate or compelling circumstances are generally those beyond the control of the student and which have impacted on attendance. These could include, but are not limited to:
  - 4.10.1. serious illness or injury, where a medical certificate states that the student was unable to attend classes;
  - 4.10.2. bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided);
  - 4.10.3. major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the overseas student's studies; or
  - 4.10.4. a traumatic experience, which could include:
    - 4.10.4.1. involvement in, or witnessing of a serious accident; or
    - 4.10.4.2. witnessing or being the victim of a serious crime, and this has impacted on the overseas student (these cases should be supported by police or psychologists' reports).
- 4.11. If the compelling circumstances for non-attendance are supported by evidence, absences will be deemed to be approved absences and counted as a Present for the purpose of calculating attendance.
  - 4.11.1. The appeal must be made in writing to The College within 20 working days of the receipt of the notification.
  - 4.11.2. If the appeal is dismissed the student may then choose to have the decision reviewed by an external body. In this situation they must inform the Western Sydney University Executive Governance Officer that they are seeking external review.
  - 4.11.3. If the student does not choose to use the appeal mechanism, withdraws from the appeal process or if the appeal process results in a decision supporting The College, the Western Sydney University Executive Governance Officer will activate the notification process required by Federal Government legislation.

- 4.11.4. Students remain eligible to maintain their enrolment at The College and the University. The student will be required to obtain a new Confirmation of Enrolment (CoE) from Student Central when they enrol in the next study term.

## **5. GUIDELINES AND REFERENCES**

### **5.1. Related Legislation/Policies/Procedures**

- 5.2. Education Services to Overseas Students (ESOS) Act 2019
- 5.3. Education Services to Overseas Students Regulations
- 5.4. National Code of Practice for Providers of Education and Training to Overseas Students (National Code 2018)

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### **STATUS AND DETAILS**

<b>Status</b>	Current		
<b>Version</b>	11		
<b>Effective Date</b>	19 November 2021		
<b>Review Date</b>	19 November 2024		
<b>Approval Authority Policy</b>	Western Sydney University Enterprises Board		
<b>Endorsed by</b>	The College Academic Pathway Programs Academic Committee		
<b>Approval Date</b>	30 September 2021		
<b>Unit Responsible</b>	Academic Pathway Programs		
<b>Enquiries Contact</b>	Theresa Wyborn   P: 0401 914 064   E: t.wyborn@westernsydney.edu.au		
<b>Available On</b>	SharePoint	<input type="checkbox"/>	Website <input checked="" type="checkbox"/>

### **Summary of Changes from Previous Version**

Section 1 (1-2): Policy and Scope Statement

Section 5 (7 - 16): Monitoring of Foundation Studies Program International Student Attendance