



Attendance Policy

Policy Name	UNSW Foundation Studies Attendance Policy
Policy ID	SMP-2
Policy Date	October 2008
Approval Date	October 2008
Review Date	October 2009
Responsibility	Manager, Teaching Operations
Approved By	Jon Ireland

1. Preamble

This policy is in place to ensure students are informed of the requirements for satisfactory course attendance. Students are expected to attend all classes and lectures.

2. Scope

This policy applies to all students in UNSW Foundation Studies programs including Australian citizens and permanent residents of Australia. International students on student visas must be aware of the need to comply with student visa conditions relating to attendance. The policy also applies to all UNSW Foundation Studies staff involved in the promotion, recruitment, admission, academic delivery, management or administration of overseas students on student visas.

3. Definitions

UNSW Foundation Studies is an education group of UNSW Global Pty Limited, a not-for-profit provider of education, training and consulting services and a wholly owned enterprise of the University of New South Wales

The University of New South Wales (UNSW) CRICOS Provider No 00098G.

4. Terminology

Satisfactory Attendance – a minimum of 80% of scheduled contact hours (with or without medical certificates)

5. Policy Statement

This policy complies with the following legislative framework governing the delivery of education to overseas students studying in Australia on a student visa:

- Education Services for Overseas Students (ESOS) Act 2000
<http://www.comlaw.gov.au/comlaw/management.nsf/lookupindexpagesbyid/IP200401844?OpenDocument>
- National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007 (The National Code 2007)
<http://aei.dest.gov.au/AEI/ESOS/NationalCodeOfPractice2007/Default.htm>



6. Policy Implementation

UNSW Foundation Studies must comply with the ESOS Act and its regulations. Each staff member involved in the promotion, recruitment, admission, delivery, management or administration of overseas students on student visas is responsible for the implementation of this policy.

7. Policy Review

The Manager, Teaching Operations will review this policy annually, or in case of legislative changes governing the delivery of education services to overseas students on a student visa.

8. Policy Content and Procedures

8.1 Attendance monitoring

Class rolls are marked and regular formal attendance checks are conducted during the course and recorded on the Student Management System (SAS). Consistent lateness to class is also taken into consideration when determining attendance levels (2 late records = one absence). Absences are recorded and included in the calculation of attendance whether or not medical certificates are provided by way of explanation.

8.2 Assessing Satisfactory Attendance

The requirement for Satisfactory Attendance is that a student must attend at least 80% of scheduled contact hours (with or without medical certificates), for the course.

8.3 Students at risk of not achieving satisfactory attendance

Students who have attendance of less than 85% will be considered at risk of not being able to achieve Satisfactory Attendance and will receive formal written warning by letter. At this point a student also receives an official notification that they are at risk of not achieving satisfactory course attendance. A copy of the warning letter and the "At Risk" notification are placed on the student file.

If attendance does not improve a student receives a second official warning and is interviewed by Program coordinators. Counseling is provided for all students deemed to be at risk. With early intervention the more serious consequences of a student's continued poor attendance may be prevented.

8.4 Consideration of Compassionate and Compelling Circumstances

If a student produces documentary evidence clearly demonstrating that compassionate or compelling circumstances have prevented the student attending the course then this will be considered together with the student's course progress before any decision is made to report the student for failing to achieve satisfactory attendance. This is dealt with on a case by case basis and the 70 – 80% discretionary reporting band may be used.

8.5 Students unable to achieve satisfactory attendance in the course

Students who are no longer able to achieve 80% attendance for the course will be considered to have failed to achieve Satisfactory Attendance.

Overseas students who fail to meet their visa conditions relating to attendance will be notified in writing of the intention to report the student to DIAC for not achieving satisfactory attendance.



UNSW
THE UNIVERSITY OF NEW SOUTH WALES
SYDNEY • AUSTRALIA

FOUNDATION STUDIES

This written notice will inform the student that he or she is able to access the UNSW Foundation Studies Complaints and Appeals process and has 20 working days in which to do so.

Australian Citizens and Permanent Residents of Australia who fail to achieve satisfactory attendance can have their enrolment in UNSW Foundation Year cancelled.

9. Additional Guidelines

Students must complete relevant documentation and Explanation of Absence forms in relation to absence for any reason. These are kept with student files for reference and for correspondence with the relevant authorities.

If students are absent for an extended period, or are required to return home for any reason they are required to inform Foundation Year.

Information regarding attendance may be provided to a parent, guardian or sponsor if specifically requested, or if there is reasonable concern for the health or wellbeing of a student in the program. If a student has an objection to this policy the matter may be discussed with the Associate Director (Academic).

A record of attendance is included on the Statement of Results.

All documents in regards to monitoring attendance will be kept on the student's file.