

Attendance Policy for Foundation Studies Students

1. PURPOSE/OBJECTIVE

This policy establishes the definition, criteria and processes used to determine satisfactory attendance. MQC is required to monitor student attendance in order to comply with the requirements of external accrediting bodies. It outlines the intervention strategies implemented by MQC to ensure that students who do not meet, or who are at risk of not meeting satisfactory attendance are provided with appropriate and adequate support in a consistent and equitable process.

2. APPLICATION

This policy applies to all students undertaking studies in MQC's Foundation Studies and comes into effect at the commencement of each semester.

3. POLICY STATEMENT

All students are required to attend at least 80% of the scheduled course contact hours each semester. Additionally MQC monitors the attendance of overseas students who enrol in the Foundation Studies program to ensure that the student complies with the conditions of their visa relating to attendance.

Process for assessing satisfactory attendance

The Student Administration department is responsible for monitoring student attendance.

All students are required to attend at least 80% of the scheduled course contact hours each semester.

Additionally MQC monitors closely the attendance of overseas students who enrol in the Foundation Studies program to ensure that the student complies with the conditions of their visa relating to attendance.

Attendance monitoring

Attendance is recorded electronically through the MQC Portal during each class. A student is not permitted to 'swap' classes or to attend a class other than the one in which they are enrolled without prior permission. If a student's name does not appear on the class list and they do not have an authorisation form to attend a substitute class, the student will be referred to a Student Advisor to discuss the matter.

All students are able to check their attendance percentage through the MQC Portal. While MQC regularly monitors student attendance, students are ultimately responsible for checking their attendance on a regular basis throughout the semester.

An official Certificate of Attendance is issued to all overseas Foundation Studies students at the end of each semester.

Attendance calculation

The attendance percentage is calculated as follows:

$100 * [(a * b - c) / (a * b)]$, where

a - Number of sessions recorded per week

b - Number of weeks attendance is recorded (14 weeks per semester)

c - Total sessions absent

Attendance warnings

MQC will send three warning messages, via the MQC portal, to students whose potential attendance has dropped below <85%, <82% and < 80%.

Reporting of unsatisfactory student attendance

MQC must notify DEEWR through the Provider Registration and International Students Management System (PRISMS) of any overseas student enrolled in the Foundation Studies program with attendance less than 80%.

Overseas Foundation Studies students who can achieve between 70% and 79.9% attendance will have their course progress assessed at the end of the semester. If the student (fails to maintain a GPA of 1.00 by the end of their second semester of enrolment), MQC will advise the student that it intends to report them to DEEWR for not achieving satisfactory attendance.

Once an overseas Foundation Studies student can no longer achieve 70% attendance in a semester they will be deemed to have not achieved satisfactory attendance and MQC will advise the student that it intends to report them to DEEWR for not achieving satisfactory attendance. All international students' enrolment status is maintained during all appeal processes and students are strongly advised to continue to sit exams.

Such advice will inform the student that he/she is able to access MQC's Non-Academic Grievance Procedures within 20 working days. (<http://www.city.mq.edu.au/pdf/Non-Academic%20Grievances%20Policy%20and%20Procedure.pdf>) If the student is unable to come to a resolution with MQC they will be able to access an **external appeals** process described in the grievance procedures. Whilst this process is being conducted the student will be permitted to enrol and attend classes.

Where the student has chosen to access the Non-Academic Grievance Procedures within the 20 working day period and the process results in a decision supporting the student, this enrolment will continue for the semester.

Where the student has chosen not to access the Non-Academic Grievance Procedures within the 20 working day period, withdraws from the process, or the process is completed and results in a decision supporting MQC, MQC will notify DEEWR of the student not achieving satisfactory attendance.

Once MQC determines an overseas student is to be reported to DEEWR, a Section 20 letter from PRISMS will be generated and sent to the student and a copy placed on the student's file. The student will have 28 days from the date of the notification to make an appointment to see an officer at the Department of Immigration and Citizenship (DIAC).

4. DEFINITIONS

- **Course Progress**
The measure of advancement within a course towards its completion.
- **DEEWR**
Department of Education, Employment and Workplace Relations; the Commonwealth government department responsible for overseeing international education and administering the ESOS Act and the National Code.
- **DIAC**
Department of Immigration and Citizenship, the Commonwealth government department responsible for issuing international students with visas.
- **eCoE**
Electronic Confirmation of Enrolment – the document registered via the PRISMS database with DIAC to confirm a student's acceptance into a particular course for a specified duration.
- **ESOS Act 2000**
The Education Services of Overseas Students (ESOS) Act, which regulates the delivery of education services to international students.
- **National Code**
The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (July 2007).
- **PRISMS**
The Provider Registration and International Student Management Systems – the database used to process information given to the Secretary of DEEWR by Registered Providers.
- **Satisfactory attendance**
At least 80% of the scheduled course contact hours for each semester.
- **Potential attendance**
Maximum attendance a student can attain by the end of the semester in which they are enrolled.
- **Satisfactory course progress**
Maintain a GPA of at least 1.00 by the end of academic year.

5. RELATED DOCUMENTS

- Non-Academic Grievance Policy
- Conditional Status Letter

AMENDMENT HISTORY

Department:	Student Administration	
Approval Authority:	SMT	
Approval Date:	05 September 2010	
Date for Next Review:	05 September 2013	
Revision Date	Version	Summary of changes
09/09/11	1	Policy put into new template