

# Attendance Policy

## Scope

This policy is applicable to Kaplan Higher Education Pty Ltd, trading as Murdoch Institute of Technology (“School”).

## Purpose

The School generally does not have specific attendance requirements for domestic students, however, International students studying in ELICOS and MUPC are required to attend a minimum of 80% of their classes each study period. For ELICOS courses, the study period is defined as the whole length of that particular ELICOS course, while for other courses; the study period is defined as one trimester.

International students that do not meet this requirement are in breach of their student visa conditions and the School is obligated to notify the Australian Government of their unsatisfactory attendance via the PRISMS reporting system. If a student has unsatisfactory attendance and is reported through PRISMS then they risk having their visa cancelled by the Department of Immigration and Border Protection (DIBP).

## Attendance procedures for International students

### Information about the Attendance Policy

Information about attendance requirements is provided to overseas students during orientation and throughout their course in the following ways:

- in the student handbook and on the School’s website
- during Orientation presentations
- by teachers in class
- in the specific subject outlines for each course or program of study (e.g. practical components)
- in any meetings or discussions with the relevant Manager when attendance has been an issue
- by the School’s administration team

### Student support

The School monitors student attendance to identify students that could potentially fall below the 80% attendance requirement and may need extra support.

- Teachers liaise with the School’s Student Support Officer if they are concerned about a student who has missed their scheduled classes.
- Formal and informal meetings between the Student Services Manager, teachers and other appropriate staff are also used as a forum to identify any concerns about individual students as deemed appropriate. This may include discussion on matters such as:
  - **Medical/Personal:** Whether a medical condition or personal matters are affecting the student’s studies and what strategies can be put in place to support them. The student may be referred to other services for further assistance. If a student is absent due to illness, a medical certificate must be provided to the School’s office, and administration staff will take a photocopy. Students should note that any hours of absence for medical reasons (whether supported by evidence or not) are not reinstated against the student’s attendance history, but will be considered in assessing a student’s attendance history.

- **English language related:** Strategies to deal with the issue are discussed and it is recommended that the student make an appointment with the Student Support Officer for information on additional tuition. The student is also informed about the availability of external tutors (fees may apply).
- **Academic:** Strategies to deal with the issue are discussed, including looking at different study methods. It is recommended that the student approach their teacher or the Student Support Officer about the difficulties they have and they are informed about the availability of tutors in each subject (fees may apply).
- **Social (such as homesickness):** Whether a social issue, such as homesickness, may be affecting the student's studies and what strategies can be put in place to support them. The student may be referred to the Student Support Officer for guidance and further support.
- At these meetings, plans may be agreed for an intervention strategy to assist the student as well as communicating any consequences of failing to meet attendance requirements to the student.
- Where a student is absent, without prior approval from the School, for three (3) consecutive lessons in a subject, the School will make every effort to contact the student through known contact details.

### Procedure for recording and calculating attendance

- The teacher records student attendance for every lesson.
- Students are marked absent for the number of minutes they are absent from the class. The teacher records the number of minutes a student is absent into the Student Management System at the end of every week.
- The Student Administration Officer runs a student attendance report once a week where students' attendance rates are calculated, taking into account the number of teaching hours each student has missed during that study period.

### Procedure for assessing attendance

The School uses the following attendance criteria to assess, monitor and support a student's course attendance obligations during each study period:

- If a student is identified by the School as potentially not meeting the required attendance, they may be asked to meet with the Student Services team to discuss any issues that may be affecting their studies, or offered relevant support.
- If a student's overall attendance for the study period falls below 90%, a written warning letter will be issued to the student. If a student has been absent for three consecutive days without approval the student will be invited to speak to the Student Services team to discuss any issues that may be affecting their studies and relevant support available. If the student's attendance for the study period falls below 85%, a second written warning letter will be issued and the student will be required to meet with the relevant School Manager. At this meeting, the student will be informed that should their attendance fall to a level where they are unable to achieve at least 80% attendance for the duration of the relevant study period, DIBP may be notified.
- If the student's attendance falls to a level where they are unable to achieve at least 80% attendance for the duration of the relevant study period, the student will be notified in writing of the School's intention to report them to DIBP for failing to achieve satisfactory attendance. Students will be given an Intention to Report letter by the School and informed in this letter that they have 20 working days to access the School's complaints and appeals process.
- Consideration will be given to students if there are compelling, compassionate or exceptional circumstances, which can be verified, which have resulted in their attendance for the duration of the relevant study period falling below 80%. Students in these circumstances must be maintaining

satisfactory course progress and in these cases, a minimum of 70% attendance for the duration of the relevant study period may be deemed acceptable at the School's discretion.

- If the student does not access the complaints and appeals process within 20 working days, a notification will be made via PRISMS that the student is not achieving satisfactory attendance.

## Record management

Records of all correspondence and meetings with a student (and their parent(s) or guardian(s) where the student is under 18), the Australian government, the partner University (if applicable) and the student's agent (if applicable), in relation to this policy will be created by the School and retained on the student's file.

## Accountable Officers

The accountable officers for the implementation and relevant training of this policy are listed below.

<b>Policy Category</b>	Academic			
<b>Accountable Officer</b>	College Director			
<b>Implementation Officer</b>	Student Services Manager			
<b>Review Date</b>	June 2020			
<b>Approved by</b>				
VP, Academic on behalf of the Academic Board				
<b>Change and Version Control</b>				
<b>Version</b>	<b>Authored by</b>	<b>Brief Description of the changes</b>	<b>Date Approved:</b>	<b>Effective Date:</b>
1.0	Quality & Standards Group	Unpacking of one document into existing document	01.01.2014	01.01.2014
2.0	Quality & Standards Group	Updated the policy to ensure alignment with regulatory/legislative requirements	06.10.2014	06.10.2014
2.1	Quality & Standards Group	Format and wording changes to align across all businesses	22.05.2015	15.06.2015
2.2	Academic Quality and Governance Team	<ul style="list-style-type: none"> <li>• Clarified that this policy applies to International students studying in ELICOS and MUPC.</li> <li>• Introduced Implementation and Accountable Officer to the policy.</li> </ul>	15.06.2017	29.06.2017