

Attendance Policy

1. Purpose

MIBT is committed to maintaining the highest standards in student academic performance, integrity of its courses and its academic standards. MIBT is also committed to offering early opportunity to facilitate students with the achievement of their academic aspirations. Early intervention strategies adopted by MIBT include orientation, transition and information programs, monitoring of attendance, referrals from academic staff and timely information dissemination to students.

This policy establishes the definition, criteria and processes used to determine satisfactory attendance. It outlines the intervention strategies implemented by MIBT to ensure that students who do not meet, or are at risk of not meeting satisfactory attendance are provided with appropriate and adequate support in a consistent and equitable process.

This policy is compliant with the requirements of the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007 (The National Code 2007), specifically Standard 11.

2. Scope

This policy applies to all domestic and overseas students both in the Certificate IV and Diploma levels. The Academic Director is responsible for the implementation of this policy. The Compliance Manager is responsible for the identification of students deemed not to be meeting the satisfactory attendance requirement. The Manager Student Services is responsible for counselling students at risk of not obtaining a minimum of 80 percent attendance as well as implementing any intervention strategies.

This policy also links to the *Satisfactory Academic Progress* policy.

3. Definitions

Key Term or Acronym	Definition
APC	Academic Progress Committee. A committee established to review the academic progress of each student, identifying students at risk of not meeting the academic requirements of MIBT.
Appeals Committee	Committee which considers procedural or academic decisions from students dissatisfied with their formal response. The Appeals Committee is the final appeal body at MIBT.
Class	A scheduled teaching activity at a specific time and day.
Contact hours	The number of hours in the period for which a student enrolled in the course is scheduled to attend classes for teaching purposes, course-related information sessions, supervised study sessions and examinations.
Course	A program of instruction.
Course Progress	The measure of advancement within a course towards its completion.

DEEWR	Department of Education, Employment and Workplace Relations. The Australian Federal Government's administrative division for policy and program development on education, science, training and administration of the ESOS legislation.
DIAC	Department of Immigration and Citizenship. The Australian Federal Government's administrative division on all immigration and visa matters.
Domestic Student	Defined as an Australian or New Zealand citizen or holder of a permanent residency visa.
Exclusion	Cancellation of enrolment by MIBT. For overseas students, this also results in reporting this cancellation to DEEWR and DIAC.
ESOS Act 2000	The Education Services for Overseas Students Act. This Act regulates the delivery of education services to overseas students.
myMIBT Portal	Student portal for access to academic and administrative services, including communication with staff.
National Code 2007	The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007. Nationally consistent standards and procedures for providers who deliver overseas educational services
Overseas Student	Defined as a student who is not an Australian or New Zealand citizen or holder of a permanent residency visa.
PRISMS	Provider Registration and International Student Management System. A database developed jointly by DEEWR and DIAC for the purposes of administering the ESOS Act.
Satisfactory Attendance	A minimum of 80 percent attendance across all units of study undertaken in a trimester.
Trimester	A defined and formal period of study of 13 weeks. MIBT runs three formal trimesters annually.
Unit of Study	A component of study within a course. Also referred to as a subject.

4. Policy Statement

4.1 Attendance Requirements

- 4.1.1 For any given trimester, the satisfactory attendance requirement is that all domestic and overseas students attend a minimum of 80 percent of the contact hours of their scheduled units of study. Each unit of study consists of four scheduled contact hours per week over 12 weeks. Students are automatically granted full attendance for week 13, the week of examinations.
- 4.1.2 In each trimester, students are required to attend the specific units of study for which they are timetabled (time and day). Students may change their timetable on MIBT Portal up until the close of business on Friday of week 2 of each trimester.
- 4.1.3 Students are permitted to attend a maximum of two alternate classes per unit of study for the duration of each trimester. Students should collect a *Lecturer Attendance Variation* form from reception or MIBT Portal to submit to the lecturer of the alternate class to sign and verify the student's attendance. The form is retained by the lecturer who submits this with the class list.
- 4.1.4 Students are expected to attend the full duration of each class. However, students will be marked as present for a late arrival within the first hour of each scheduled class. Thereafter, students will be marked as absent.
- 4.1.5 Grants of leave from a class given for medical, compassionate or compelling reasons will be taken into account provided that original or certified medical, psychological, police or other certificates are provided. Students are to complete an *Explained Absence* form from reception or myMIBT Portal and submit to reception. Compassionate or compelling circumstances are generally those beyond the control of the student and have an impact upon the student's course progress or wellbeing. These could include, but are not limited to:
- Serious illness or injury, where a medical certificate states that the student was unable to attend classes;
 - Bereavement of close family members such as parents or grandparents;
 - Major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the student's studies;
 - A traumatic experience which could include involvement in, or witnessing of a serious crime or accident.
- 4.1.6 The *Explained Absence* form must be submitted at reception within 7 working days of the absence. Supporting documents must refer to the day(s) in which absence is being claimed.
- 4.1.7 Where compassionate or compelling circumstances exist, Student Services will provide support and/or intervention services.

4.2 Attendance Monitoring

- 4.2.1 MIBT will systematically monitor attendance for all domestic and overseas students in all units of study and in all courses from the second week of each trimester.
- 4.2.2 Class attendance is monitored from class rolls (paper) and electronically. It is calculated as a percentage and this information is available to staff and students electronically through MIBT Portal.
- 4.2.3 Students will receive a copy of this policy when they enrol in their course.
- 4.2.4 Formal attendance checks will be undertaken in weeks 5 and 8 of each trimester. Warning letters will be sent to students with an attendance below 80 percent. Attendance at an interview with Student Services may be stipulated. Notes of interviews with the student will be recorded electronically on the student's file. It is the responsibility of the student to ensure their participation at this interview. Intervention, mandatory or support strategies may be imposed at this interview if it identified that the student is at risk of not achieving satisfactory course progress.

- 4.2.5 Students with any personal circumstances affecting their attendance or course progress are advised to promptly contact a Student Adviser to receive appropriate and timely support.
- 4.2.6 Students will also be contacted by Student Services following advice from lecturers about consecutive or consistent non-attendance.
- 4.2.7 Overseas students enrolled in the Certificate IV in University Foundation Studies will be considered for exclusion at the end of the semester if their attendance is deemed to be unsatisfactory. This will result in their being reported to the Secretary of the Department of Education, Employment and Workplace Relations (DEEWR) through the Provider Registration and International Student Management System (PRISMS) for unsatisfactory course progress. This action will notify the Department of Immigration and Citizenship (DIAC).
- 4.2.8 Where 4.2.6 applies, MIBT may choose to not report the breach if the student's attendance is at least 70 percent and the student is maintaining satisfactory course progress.
- 4.2.9 MIBT will systematically identify all overseas students enrolled in the Certificate IV in University Foundation Studies who have been absent for more than five consecutive days without approval. These students will be contacted by telephone and requested to attend an interview with Student Services. The MIBT *Critical Incident* policy will be implemented for any student whom MIBT is unable to contact.
- 4.2.10 In all other cases, attendance will be checked by the Academic Progress Committee (APC) at the end of each trimester following assessment of their overall attendance and academic progress.

4.3 Overseas Students Enrolled in the Certificate IV in University Foundation Studies

- 4.3.1 At the conclusion of each trimester, a notification of intention to cancel will be issued to any student with an attendance below 70 percent and who has not achieved satisfactory course progress, as per criteria listed in section 4.1 of the Satisfactory Course Progress policy.
- 4.3.2 The written notice will also advise the student that he or she is able to lodge an appeal with the MIBT Appeals Committee within 20 working days. A copy of this letter will be kept on the student's file. The appeal must be submitted to the MIBT Compliance Manager. Students are required to detail where the breach has occurred and provide supporting documents. There is no fee in accessing the MIBT appeals process. MIBT will not cancel a student's enrolment whilst the appeal is in progress.
- 4.3.3 The MIBT Appeals Committee will consider the appeal and advise of the outcome in writing within 10 working days of receipt of the formal appeal. Students will also be given the option to access an external appeals process if their internal appeal is unsuccessful, in accordance with the *MIBT Grievance Procedures Relating to Academic Matters* policy. Students will be required to advise MIBT in writing within 10 working days if they are submitting an external appeal. MIBT will maintain the student's enrolment until the outcome of the external appeal is determined.
- 4.3.4 If the student chooses not to access the appeal by the 20th working day, MIBT will proceed with the exclusion and notify the Secretary of DEEWR through PRISMS of the student not achieving satisfactory course progress. This action will also alert DIAC.

4.4 Related Documents

Lecturer Attendance Variation form.

Explained Absence form.

Policy Title	Attendance Policy	
Policy Owners	Compliance Manager	
Contact Persons	Stase Kaintatsis	
Key Stakeholders	All Students of MIBT; Academic Progress Committee; Student Services; Academic Services	
Approval Body	MIBT Academic Board of Studies	Agenda item and meeting date approved 4.3; 21 April 2009
Relevant Legislation	ESOS Act 2000 National Code 2007 (Standard 11)	
Related Policies	Critical Incident Policy Grievance Procedures Relating to Academic Matters Satisfactory Course Progress Policy	
Related Guidelines	[Related Guidelines]	
File information	File number [File Number]	Version number V3.6 - 31/08/2010
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