
La Trobe Melbourne

Foundation Studies and Diploma Attendance Policy

POLICY

La Trobe Melbourne records the attendance of each student enrolled in its programs.

Foundation Studies Students

In order to maintain satisfactory attendance, a student enrolled in a Foundation Studies Program must attend at least 80% of the scheduled contact hours for each trimester of their program. This attendance percentage consists of a student's actual attendance in class, plus attendance during the end of trimester examination period. A student who attends at least 70% of the scheduled contact hours but achieves satisfactory academic progress, as per the Course Progression policy, may also be deemed to have met the attendance requirement.

Diploma Students

Attendance is also recorded for students enrolled in a Diploma program for each trimester. While it is not generally mandatory for Diploma students to attend 80% of their classes, it is recognised that a positive correlation typically exists between attendance and academic success. Accordingly, attendance records may be used to assist in identifying possible causes for those Diploma students identified as being at academic risk. A consequent attendance requirement may be imposed as part of an academic risk intervention strategy. It is mandatory for students on packaged visas to provide an attendance certificate, besides an academic transcript, to La Trobe International, when they request to be released from their degree course at La Trobe University.

PURPOSE

The prime purpose of this policy is to ensure La Trobe Melbourne students are managed responsibly and in accordance with the requirements of the ESOS Act 2000 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007.

SCOPE

The policy applies to all students enrolled in the Foundation Studies and Diploma Programs.

Policy Statement

Attendance Requirements

For any given trimester, the expected attendance requirement is that all domestic and international students attend a minimum of 80 per cent of classes over the 13 week period. Foundation Studies students must maintain a minimum of 80% attendance.

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.

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 expected to keep such certificates and produce them if required.

Attendance Monitoring

La Trobe Melbourne will systematically monitor attendance for all domestic and international students in all units of study and in all courses.

Class attendance is monitored electronically. It is calculated as a percentage and this information is available to staff and students via the student portal.

Formal attendance checks will be undertaken in weeks 4 and 8 of each trimester. Reminder emails will be sent to students with an attendance below 90% via their student portal address. Warning messages will be sent to students with an attendance below 85% projected attendance via their student portal address. Students will be advised that if there are any personal issues affecting their attendance and/or academic progress to make an appointment with the Student Counsellor.

Where compassionate or compelling circumstances exist, Student Services will provide support and/or intervention services.

Students will also be contacted by Student Services following advice from lecturers about consecutive or consistent non-attendance.

La Trobe Melbourne will systematically identify all international students enrolled in Foundation Studies who have been absent for more than five consecutive days (1 day if the student is under 18) without approval. These students will be contacted by email and/or SMS by Student Services and requested to attend an interview with the Student Counsellor. The La Trobe Melbourne Critical Incident policy will be implemented for any student whom La Trobe Melbourne is unable to contact. I.e after 1 day for an under 18 student or after 5 consecutive days for students over 18.

In all other cases, attendance will be reviewed in conjunction with the academic course progress of students.

La Trobe Melbourne may choose not to report a breach of a Foundation Studies student if the student's attendance is at least 70% and the student is maintaining satisfactory course progress.

Students Enrolled in Foundation Studies

International students enrolled in Foundation Studies will be considered for exclusion at the end of the trimester if their attendance is deemed to be unsatisfactory. This will result in them being reported to the Australian Government via the Provider Registration and International Student Management System (PRISMS) for unsatisfactory course progress. This action will notify the Department of Immigration and Border Protection (DIBP).

A notification of Intention to Report will be issued by the Academic Director to any student with an attendance below 70 per cent and who has not achieved satisfactory course progress. This notification will be made to the student's La Trobe Melbourne email account.

The written notice will also advise the student that he or she is able to lodge an appeal with the La Trobe Melbourne 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 La Trobe Melbourne Quality and Compliance Officer. The appeal letter can be dropped at reception or emailed to: Appeals@latrobemelbourne.edu.au. Grounds of appeal may include compelling or compassionate circumstances or a procedural breach. There is no fee in accessing the La Trobe Melbourne appeals process. La Trobe Melbourne will not cancel a student's enrolment whilst the appeal is in progress.

A student is not precluded from re-enrolling whilst the 20 working days notification period and any appeals processes are in progress.

The Appeals Committee will commence the process within 10 working days of its lodgment. At a minimum, this will consist of a written acknowledgement of the complaint. Students will also be given the option to access an external appeals process if their internal appeal is unsuccessful, in accordance with the La Trobe Melbourne Student Grievance Policy. Students will be required to advise La Trobe Melbourne in writing within 10 working days if they are submitting an external appeal. La Trobe Melbourne will maintain the student's enrolment until the outcome of the external appeal is determined.

A student may appeal against being reported to the Australian Government twice within the duration of one eCOE.

If the student chooses not to access the appeal within the 20 working day period, La Trobe Melbourne will proceed with notifying the Australian Government through PRISMS of the student's unsatisfactory attendance. This action will also alert DIBP.

If the student chooses not to access the appeal process a second time within the duration of their eCOE, their enrolment will be cancelled. If a second internal appeal is unsuccessful within the duration of one eCOE, the student may make an external appeal. However, if the latter is unsuccessful, their eCOE will be cancelled.

Policy Title	Foundation Studies and Diploma Attendance policy	
Policy Owners	Academic Director, Academic Coordinators	
Contact Persons	Jacqueline Tulk, Dragan Kale, Jennifer Holmes, Dom Harden, Brigid McCarthy and Felicity Prentice	
Key Stakeholders	Academic Staff Student Support Staff Students	
Approval Body	La Trobe Melbourne Management Committee	5 July 2012
	La Trobe Melbourne Executive Committee	2 September 2015
	La Trobe Melbourne Executive Committee	10 May 2017
Relevant Legislation	National Code 2007	
Related Policies	Student Grievance Policy Course Progression Policy	
Related Guidelines		
File information		Version number V1.4
Date Effective	5 July 2012	Next Review Date May 2019
Amendment History		
Revision Date	Version	Summary of changes
9/5/17	1.4	Attendance monitoring – added by email and/or SMS. Clarified when critical incident is implemented.