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## 1 PRELIMINARIES

### Commencement

This policy and procedure commence on 20 April 2019.

### Purpose

This document outlines PIA's framework for systematic attendance monitoring for overseas students enrolled in ELICOS Courses. This framework ensures proactive communication and intervention to support students at risk who are failing to meet satisfactory attendance requirements.

### Application

This policy and procedures apply to:

- All students enrolled in an ELICOS program at PIA.

## 2 DEFINITIONS

The following definitions apply in this document:

**ELICOS:** English Language Intensive Courses for Overseas Students

## 3 POLICY

### 3.1 Principles

3.1.1 Polytechnic Institute Australia (PIA) is committed to the principles detailed in Standard 8 of the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018 (National Code 2018).



- 3.1.2 PIA will ensure systematic monitoring of attendance for overseas students enrolled in English Language Intensive Courses for Overseas Students (ELICOS).
- 3.1.3 PIA will be proactive in notifying and counselling students who are at risk of failing to meet attendance requirements.
- 3.1.4 Where it is determined that an ELICOS student has failed to achieve satisfactory attendance, PIA will notify the applicable Australian Government agencies.

## 4 RESPONSIBILITIES

### 4.1 PIA Staff

PIA staff has responsibilities for:

- PIA classroom teachers, Student and Academic Services staff and Registrar's staff have responsibility for implementing and reporting against requirements.
- The Registrar's office must maintain all records relevant to administering this policy and procedure in a recognised Institute recordkeeping system.

### 4.2 The Registrar

The Registrar is accountable for the operation of the policy.

## 5 PROCEDURES

### 5.1 Attendance requirements at PIA

- 5.1.1 A minimum of 80 per cent (80%) attendance of scheduled contact hours for all units of study is required by students enrolled in an ELICOS program.
- 5.1.2 Students are to attend those classes for which they are enrolled and timetabled.
- 5.1.3 Students are expected to check their attendance records throughout the teaching period.
- 5.1.4 For any anomalies or absences incorrectly recorded by a teacher, students will have up to 10 working days from the specific scheduled class date to resolve the issue directly with the teacher.
- 5.1.5 The teacher will be responsible for amendments, if any, to the attendance record.
- 5.1.6 Attendance is based on the entire study period of the student as per their Confirmation of Enrolment (CoE). Where a student has consecutive CoEs, each will be treated separately with the calculation of attendance being based on their current CoE.
- 5.1.7 PIA will report students whose attendance falls below the minimum requirement of 80% to the Academic Learning Support Officer.
- 5.1.8 Students may provide documentary evidence demonstrating that compassionate or compelling circumstances apply (See section 3.3.1 of the Policy).
- 5.1.9 Where attendance is not satisfactory (less than 80%) a student is informed of the institution's intention to report to the appropriate Australian Government agency.
- 5.1.10 A student has the right to appeal against the Intention to Report in accordance with the Institute's Student Grievance Handling Policy and Procedure



- 5.1.11 The appeal must be made within 10 working days of the date of the written communication from PIA.
  - 5.1.12 There is no fee to access the appeals process.
  - 5.1.13 No report will be made to an external agency while an appeal is in progress.
  - 5.1.14 The report of failure to comply with the attendance requirements will be made via the Provider Registration and International Student Management System (PRISMS) for any student not achieving satisfactory attendance.
- 5.2 Monitoring attendance
- 5.2.1 Students are responsible for their enrolment and must ensure they are enrolled in the correct program.
  - 5.2.2 Formal attendance checks will be undertaken in each class for each teaching period.
  - 5.2.3 Where a student arrives more than 15 minutes late the student will be marked as absent.
  - 5.2.4 Attendance Reminders and Warning Notifications will be issued to students to support full attendance.
  - 5.2.5 Students with compelling and/ compassionate reasons for non-attendance must advise the Registrar's office and provide originals of any documentary evidence to support the claim.
  - 5.2.6 Appropriate Intervention is to be offered to students to support attendance and progression.

## 6 RELATED LEGISLATION AND DOCUMENTS

### Institute Documents

Nil

### Applicable External Standards and Codes

This policy and procedures support compliance with the following

Standards/Code	Standards/Clauses
Higher Education Standards Framework (Threshold Standards) 2021	1.3 2.3
National Code of Practice for Providers of Education and Training to Overseas Students 2018	8

## 7 FEEDBACK

PIA staff and students may provide feedback about this document by emailing [policy@pia.edu.au](mailto:policy@pia.edu.au) for such feedback to be incorporated into a future review.



## 8 POLICY MANAGEMENT

Approval and Review	Details
Approval Authority / Owner (Role)	Board of Directors
Administrator / Responsible for Implementing	Registrar
Approval Date	30 April 2024
Next Review Date	30 April 2027

### Document History

Month and Year	Version	Amendments
April 2019	V1.0	Initial Version
December 2019	V1.1	Formatted Policy and Procedure
February 2024	V1.2	Format updated to include Document History
May 2024	V1.3	Removal of references to non ELICOS courses and students