

Attendance Policy



Institute of Health &
Management Pty. Ltd.

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SECTION 1

Purpose

1. This policy describes the Institute of Health & Management's (IHM's) principle information on attendance and sets out the attendance requirements, criteria and processes used to determine satisfactory attendance.
2. The primary purpose of this policy are to:
 - a) Ensure that all on shore international students enrolled in the Institute of Health & Management (IHM)'s accredited or non-award courses are managed responsibly and in accordance with the requirements of the [Education Services for International Students \(ESOS\) Act 200](#) and National Code of Practice for Registration Authorities and Providers of Education and Training (2018).
 - b) Monitor and ensure attendance requirements for students undertaking fully online units of study.
 - c) Monitor and ensure attendance requirements for domestic students studying at campus.

Scope

3. The Policy applies to all the students enrolled in a course of study at IHM including:
 - a) All on shore international students, to whom the Education Services for International Students Act 2000 applies.
 - b) All students enrolled in an ongoing course of study that is delivered fully online or through any form of distance education that does not involve students' presence at a designated physical location.
 - c) All domestic students.
4. This policy is concerned which includes (but is not limited to):
 - a) [Education Services for Overseas Students Act 2000](#).
 - b) [National Code of Practice for Providers of Education and Training to Overseas Student 2018](#)
 - c) [Higher Education Standards Framework \(HESF\) 2015](#)
 - d) [ELICOS \(English Language Intensive Courses for Overseas Students\) Standards 2018](#)

Definitions

5. The following definitions have their meaning as spelt out below:
 - a) **Activity**- A scheduled activity, including but not limited to lecture, tutorial, practical and seminar at specified day and time.
 - b) **Attendance** - Physical and or online presence/engagement for the scheduled duration of a class or learning activity, at an educational or clinical facility (physical) or virtually (online).
 - c) **International student(s)** - A person (whether within or outside Australia) who holds a student visa as defined by the ESOS Act but does not include students of a kind prescribed in the ESOS Regulations.
 - d) **Domestic student(s)** -Refers to all students who are not overseas students as defined in the National Code.
 - e) **Online student(s)** – students enrolled in an ongoing course of study that is delivered fully online or through any form of distance education that does not involve students' presence at a designated physical location.

- f) **Compassionate or compelling circumstance** - Circumstance beyond the control of the student and which has an impact on the student's course progress or wellbeing.
- g) **CRICOS** - Commonwealth Register of Institutions and Courses for Overseas Students.
- h) **ELICOS** - English Language Intensive Courses for Overseas Students. Includes IHM's English and Academic Preparation courses.
- i) **ESOS framework** - Principally comprises the Education Services for Overseas Students Act 2000 (ESOS Act), the Education Services for Overseas Students Regulations 2000 (the ESOS Regulations), the Education Services for Overseas Students (Registration Charges) Act 1997 (the ESOS Charges Act) and the National Code.
- j) **Immigration** – Department of Home Affairs.
- k) **PRISMS** - The Provider Registration and International Student Management System (PRISMS) is the system used to process information given to the Secretary of DEST by registered providers.
- l) **Projected attendance** - the expected level of attendance by at the end of the semester or unit.
- m) **Unit of study** - A Unit of Study relates to a single component of a course/qualification, or a stand-alone unit, that has been approved/accredited.
- n) **Satisfactory attendance** - Students who achieve at least 80% attendance of scheduled contact hours across all unit of study undertaken in a course.
- o) **Unsatisfactory attendance** - Students who are not be able to achieve 80% attendance of scheduled contact hours across all unit of study undertaken in a course.
- p) **National Code 2018** - Established under section 33 of the ESOS Act 2000. The National Code 2018 provides nationally consistent standards and procedures for providers who deliver educational services to overseas students.
- q) **Trimester** - A defined and formal period of study of 12 weeks for IHM accredited courses. IHM runs three compulsory trimesters annually.
- r) **Student Portal** - An IHM web portal where all information and all services that students need can be found in one place. The home page requires a login that provides personal information (username and password).
- s) **Confirmation of Enrolment (CoE)** -A document, provided electronically, which is issued by IHM to intending overseas students and which must accompany their application for a student visa. It confirms the overseas student's eligibility to enrol in the particular course of IHM.

Suite documents

- 6. This Policy is linked to the following procedures:
 - a) Attendance Procedure
 - b) See Associated Information listed in the 'Related Internal Documents' in Section 3 below.

SECTION 2

Policy

7. Attendance Monitoring Principles

- a) Attendance and participation in class activities are considered integral to IHM education. It is the intention and ethos of IHM education and policy that each student is actively engaged in the learning and teaching experience, and therefore attending scheduled classes is an expectation.
- b) IHM will record and monitor the attendance of a student for each enrolled unit in a study period.
- c) If attendance and/or participation in the class is a requirement and will impact on the student's grade, it is the responsibility of the academic to communicate clearly to students during the first week of the session and in the unit guide and/or course syllabus.
- d) IHM will identify, contact, and provide support to a student who is at risk of failing to meet course progression requirements.
- e) A student is expected to monitor academic progress and engage with the student support staff/academics if any anomalies to their course progression is identified or seek assistance if experiencing academic or personal difficulties that is impacting on their course progress.
- f) For International students, unsatisfactory attendance/academic progress may result in the cancellation of their Confirmation of Enrolment (COE), which may have implications on their student visa.

8. Attendance Requirements

- a) All on-campus face-to-face students are encouraged to attend a minimum of 80% of the scheduled contact hours for each unit of study they are enrolled in.
- b) A student enrolled in an ELICOS Program must maintain a minimum 80% attendance for the scheduled contact hours.
- c) A student is required to attend 100% of the Professional Experience Placement (PEP) if PEP is a course requirement.
- d) Attendance is defined as "active participation" in the course for students undertaking fully online units of study, as described in unit guides.
- e) A student is encouraged to attend orientation sessions in the first week of the course.
- f) A student is made aware that attendance rates and class participation are directly related to academic progress and regular attendance is highly recommended.

9. Attendance Recording and Reporting

- a) To meet satisfactory course attendance, on-campus face-to-face students are encouraged to attend at least 80% of scheduled course contact hours.
- b) A student whose attendance falls below 80% will be classified as 'at risk', triggering procedures outlined in the Student Academic Progression Policy and Procedure.
- c) An ELICOS student is identified as 'at risk' if not meeting attendance requirement if his/her attendance falls below 80%.
- d) A student who is identified as 'at risk' will be contacted to attend an interview with Academics/Student Administration and Support Officer to ascertain reasons for low attendance and support required.
- e) Through the issue of warning letters the student is reminded of unsatisfactory attendance/academic progress and that they may be reported to the relevant Australian Government higher education and immigration agencies with possible impact on visa conditions.

- f) Where it is determined that a student is unable to meet satisfactory attendance/academic progress and the student has not responded to warning letters, a notification of ‘intention to report’ for unsatisfactory attendance/academic progress will be issued.
- g) Students issued with a notification of ‘intention to report’ will be provided with the opportunity to submit a complaint/appeal against IHM’s ‘intention to report’ letter.
- h) A student who has unsatisfactory attendance/academic progress and is reported through PRISM they may have their visa cancelled by the Department of Immigration and Border Protection.
- i) In the case of students undertaking fully online study, the primary purpose of attendance is to ensure that students benefit from the communication and social aspects of learning and teaching. Bilateral or multilateral communications is therefore essential for any activity that is considered to contribute to or count towards satisfactory attendance.

SECTION 3

Associated information

Related Internal Documents	Attendance Procedure Unsatisfactory attendance warning letter Unsatisfactory academic progress warning letter Professional Experience and Placement Policy Professional Experience and Placement Procedure Student Academic Progression Policy Student Academic Progression Procedure Student Complaints and Appeal Policy Student Complaints and Appeal Procedure Credit and Prior Learning Policy Credit and Prior Learning Procedure Course Handbook International Student Handbook
Related Legislation, Standards, and Codes	ESOS (2020). ESOS legislative framework National Code of Practice (2018). National Code of Practice for Providers of Education and Training to International Students 2018 National Code of Practice (2018): Standard 6: Student Support Services National Code of Practice (2018): Standard 8: International student visa requirements National Code of Practice (2018): Standard 9: Deferring, suspending or cancelling the international student’s enrolment. HESF (2021). Higher Education Standard Framework Domain 1: Student participation and attainment ELICOS (English Language Intensive Courses for Overseas Students) Standards 2018
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Change history

Version Control		Version 3
Change Summary	Date	Short description of the change, including version number, changes, who considered, approved, etc.
	15/03/2021	<ol style="list-style-type: none"> 1. Policy and Procedure are now in two separate documents 2. Feedback from Wells Advisory was accepted 3. Definitions have been added 4. Minor editorial changes have been made 5. Version 3 approved by Academic Board in March 2021