

Policy Title

Attendance MUELC Policy

Purpose

This policy establishes a process for monitoring student attendance, outlines the reasons for monitoring attendance and the steps Monash College will take if students' attendance levels are unsatisfactory.

Scope

This policy applies to all Monash University English Language Centre (MUELC) students and teaching staff.

Policy Statement

Monash College is required to monitor students' attendance to comply with the Education for Overseas Students ([ESOS framework](#)) which includes the [Education Services for Overseas \(ESOS\) Act 2000](#) and the [National Code 2007 Part D - Standard 11: Monitoring attendance](#). Students are expected to be in class 100% of the time and their attendance will be monitored to ensure positive student outcomes. In Monash English Bridging, students will be marked as absent for half a class if they miss more than 15 minutes of a scheduled class. Students who are at risk of not being able to attend 80% of their course contact hours will trigger the processes outlined in the [Attendance MUELC Procedure](#).

Important communications, which include advice regarding the student's attendance, will be sent to students via their Monash College email address. Students are responsible for ensuring that they maintain their enrolment so they have access to their email address and regularly check their email account.

Students who are absent for five or more consecutive days will be classified as 'at risk', and will trigger processes outlined in the [Attendance MUELC Procedure](#). These procedures identify the contact and counselling that is required for students absent for five or more days without approval, or at risk of not attending at least 80% of the course contact hours.

All students with a projected attendance rate below 70% will be reported to the Department of Home Affairs (DHA) for not achieving satisfactory course attendance regardless of the circumstances that have caused their poor attendance. Students will be only able to appeal this reporting on the grounds that a procedural irregularity has occurred.

Students who have been reported to the Department of Home Affairs (DHA) for poor attendance and, who do not have compassionate or compelling circumstances affecting their situation, may, at the discretion of the Director, English (or delegate) be prevented from re-enrolling in a MUELC program. A student who the Director, English (or delegate) determines is a candidate for refusal of re-enrolment will be advised, via email, of this decision.

Students' attendance records will be made available to the MUELC Learning and Teaching Team and the Student Administration Team.

Students will be provided with Attendance Policy and Procedure information during (orientation). The MUELC Attendance Policy and Procedure are also located on the [Monash College website](#), the student learning and management system (Moodle), and information on attendance requirements is included in the Student Guide.

Records Management

The Attendance Policy is a Level 2 Policy and the latest approved version will be stored on the Monash College intranet and made available on the Student Portal, MUELC intranet page and the Monash College website.

The policy owner will maintain a record of issues relevant to the Attendance MUELC Policy for consideration at the time of review.

Documents generated through the processes outlined in the Policy that form evidence of compliance with the ESOS framework and National Code, will be stored electronically and where required, a copy will be kept on the student's file at the campus the student attends. These files include Allocate Plus, Callista, Web Resulting System (WRS) and the MUELC Attendance Data Base.

Legislation and Standards

ESOS framework which includes the [Education Services for Overseas \(ESOS\) Act 2000](#) [National Code 2007](#).

National Code Part D, [Standard 11: Monitoring attendance](#)

Reference Policies and Supporting Documentation	<p>Enrolment Policy Student Progress Policy Attendance Procedures MUELC Flow Chart - Checklist for National Code – Standard 11</p>
Responsibility for Implementation	<p>Executive Director English and Foundation Year Director, Academic Governance Director, English Operations Manager - MUELC</p>
Status	Revised
Key Stakeholders	<p>Executive Director English and Foundation Year Director, Governance Director, English Head of Studies, MUELC Administration Staff, MUELC Manager of Planning and Reporting, MUELC Operations Manager, MUELC Student Administration MUELC Student Engagement Team MUELC students</p>
Approval Body	<p>Director, Governance and Director, English – Version 1.5 Executive Director, English and Foundation Year – Version 1.2, 1.3 and 1.4 Pathways Committee – Version 1.1 Meeting date: 28 September 2015 Agenda item: #8</p>
Date Effective	23/06/2016
Next Review Date	23/06/2019
Policy Owner Job Title Division	<p>Executive Director, English and Foundation Year English and Foundation Year</p>

Policy Author	Operations Manager, MUELC
Contact	Director, English
Policy Level	Level 2

Definitions

ESOS Act

The Education Services for Overseas Students Act 2000, or ESOS Act, establishes legislative requirements and standards for the regulation of education and training institutions offering courses to international students in Australia on a student visa. In particular ESOS provides tuition protection for international students.

National Code 2007

The National Code is a legislative instrument. It is legally enforceable and breaches of the National Code by providers can result in enforcement action under the ESOS Act. This action can include the imposition of conditions on registration or suspension or cancellation of registration. This includes conditions on registration, suspension or cancellation of registration.

The National Code complements existing national quality assurance frameworks in education and training including the Australian Quality Training Framework (for registered vocational education and training providers offering these courses); and the National Protocols for Higher Education Approval Processes (for institutions offering higher education qualifications).

Absences

Students will be marked as absent if they do not attend a scheduled class. Monash English Bridging students will be marked as absent for half a class if they miss more than 15 minutes of a scheduled class. When relevant, students should submit to Student Administration documented evidence (medical certificate, police report etc.) to explain the reason for their absence. The absence will be recorded in the MUELC database. The documented evidence will be kept on file to inform any subsequent appeal.

Unsatisfactory Attendance

Unsatisfactory attendance is based upon ESOS regulations stipulated by the Australian Government and Monash College

Projected Attendance

recommendations for successful completion of courses. Refer to [Attendance MUELC Procedure](#) for details.

The projected attendance balance starts at 100% and reduces for all absences across a study period.

For Monash English students the study period over which projected attendance is calculated is 10 weeks unless the student is repeating a course of study. Where a Monash English student is repeating a course of study the study period over which projected attendance is calculated is 5 weeks.

For Monash English Bridging students the study period over which projected attendance is calculated is 10, 15 or 20 weeks depending on the course of enrolment.

Implementation plan

Governance

Reviewed in line with the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007 and policy and procedure management of the business unit.

MUELC

1. Upload to Monash College Intranet
2. Update to Monash College Website
3. Update Student Portal
4. Update pre-departure information
5. Update Orientation Slides (delivered by Head of Studies)
6. Update Student Handbook
7. Roll out changes to Head of Studies, MUELC administration staff, Teaching Staff, Student Administration, Student Engagement Team
8. Implement Communication plan which covers all of the above
9. Conduct Teacher meetings and briefings

Change History

Version number	Approval date	Approved by	Brief outline of changes
1.6	29/11/2016	Senior Leadership Team	Incorporates reference to revised Monash College Missing Student Policy.
1.5	22/08/2016	Director, Governance and Director, English	Minor amendments to wording to improve policy clarity.

1.4	19/07/2016	Executive Director English and Foundation Year	Amended period of enrolment for ME and MEB provided.
1.3	28/06/2016	Executive Director English and Foundation Year	Clarification on period of enrolment for ME and MEB provided.
1.2	20/04/2016	Executive Director English and Foundation Year	Minor amendments to staff work titles and details regarding students being sent key communications via email added.
1.1	28/9/2015	Pathways Committee	Broadening of Policy Statement to explain what will trigger the processes outlined in the MUELC Attendance Procedures document. Explanation of process for contacting and counselling students and outline of record keeping.
1.0	01/05/009	Academic Committee	