



Procedure Name:	Student Attendance
Document Number:	SS7.3.02
Approved by:	Academic Director
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Audience:	NIET Group (Rhodes Business School) Staff, Students and Community
Contact Officer:	Academic Coordinator
Related Documents:	
Legislation:	National Code of Practice for Providers of Education and Training to Overseas Students 2018

1 - Purpose / Objectives

- (1) This Procedure establishes processes to monitor the attendance of international students studying courses at Rhodes Business School
- (2) It allows Rhodes Business School as the registered provider to meet its obligations under Standard 11 of the National Code of Practice for Providers of Education and Training to Overseas Students 2018, which requires registered providers to:
 - a. Monitor students' compliance with visa conditions relating to attendance.
 - b. Be proactive in notifying and counselling students who are at risk of failing to meet attendance requirements; and
 - c. Report students (under Section 19 of the Education Services for Overseas Student Act 2000 (ESOS)) who have breached attendance requirements.

2 - Scope / Application

- (3) This Procedure applies to:
 - a. all Rhodes Business School International students who are on an Australian Government student visa and are engaged in all courses which are registered on CRICOS, and which are graded; and
 - b. all staff with responsibilities for teaching and supporting international students enrolled in courses at Rhodes Business School.

3 - Definitions

(4) Attendance: actual physical attendance at all required course activities. It excludes all absences from activities, regardless of the reason for such absence.

(5) Compassionate or Compelling Circumstances:

- a. These are circumstances beyond the control of the student, and which have an impact upon the student's course engagement or wellbeing. They could include (without limitation):
 - I. serious illness or injury (where a medical certificate states the student was unable engage with scheduled course requirements);
 - II. death of a close family member.



- III. major political upheaval or natural disaster in the student's home country which requires emergency travel; or
- IV. a traumatic experience (such as involvement in or witnessing a serious accident, involvement in legal proceedings)

(6) Foundations Courses: refers to Rhodes Business School's courses and units, for students who wish to develop skills and transition into higher education, vocational education courses, or employment.

(7) Notice in Writing is considered to be discharged by an email sent to a student's email address. Letters may be sent as inline text within the body of an email, or as an attachment to an email.

(8) International Student: a student on a student visa who is a citizen of another country and is studying in Australia.

(9) Study Period: the discrete period of study within the Course engaged in by the International Student, such as a term, semester, trimester or a lesser duration, as defined by Rhodes Business School. The study period for each Foundations course or unit is stated in each student's Letter of Offer.

4. Policy Statement

(10) See Admissions and Enrolment Policy

5. Procedures

ATTENDANCE REQUIRMENTS

(11) international student enrolled in course at Rhodes Business School must maintain a minimum attendance rate of 80% for each study period in which they are enrolled.

(12) Subject to clause (13), where an international student does not meet the 80% attendance threshold for a Study Period, Rhodes Business School will notify the student in writing of its intention to report the student to the relevant Australian Government department. The written notice will inform the student of:

- a. Their right to appeal and provide details of how to activate the appeals process under Rhodes Business Schools Complaints Handling and appeals Policy and procedure. Decision to report students for non-attendance are considered to be statutory decision for the purpose of the Student Appeal; and
- b. That the student has 20 working days from the date of notification in which to register an appeal.
- c. That their enrolment will be maintain, and no action taken to report the student, until after the appeals process (if invoked) has been completed.

(13) Rhodes Business School may decide not to report an International Student for breaching the 80% rate if:

- a. There is documentary evidence demonstrating that compassionate Circumstances, apply, and such documentary evidence is maintained in that student's file: and
- b. The student is attending at least 70% of the course contact hours for which they are enrolled: and
- c. The student's performance remains satisfactory, and the student remains on track to complete within the expected course duration.



(14) If an international Student undertakes further study after the initial course designated in this offer of admissions, the calculation of attendance will recommence if the subsequent course has attendance requirements.

(15) Rhodes Business School will inform international student undertaking courses of the importance of meeting the minimum attendance requirements contained in clause (11) and outline the consequences of failing to meet these attendance requirements.

ATTENDANCE MONITORING

(16) An attendance roll must be maintained for each class within the course. The roll must indicate the:

- a. Date
- b. Time of the class
- c. Name of the class
- d. Name of the teacher: and
- e. Names of International students required to attend.

(17) At each and every course class, each trainer must mark the attendance roll according to clause (16) and pass this information to the Student Support Services Staff.

(18) The notations to be used in the attendance roll to record attendance are:

- a. P – Present
- b. S – Sick (medical certificate provided)
- c. B – Bereavement or other compassionate (evidence provided)
- d. C – counselling Session (pre-approved); or
- e. A – Absent (all other absences)

(19) International students will be deemed absent if they are not in class and/or not attending another Rhodes Business School activity that has been approved in writing.

(20) At the end of each week, an attendance percentage should be calculated by the aXcelerate system for each international student undertaking courses. This percentage is cumulative for the students, total study period.

(21) attendance data must be stored securely and may be stored electronically, according to Rhodes Business Schools policies and procedures.

ATTENDANCE REPORTING

(22) If attendance falls below a 90% threshold for a unit, Rhodes Business School will send the student an email of warning, informing the student they are at risk of not meeting their attendance requirements and the potential consequences. This email will outline options for counselling and support.

(23) If attendance falls below 85% for a unit, a second email of warning will be issued. An appointment will be made for the student to discuss the development of an intervention strategy or counselling at Student Services. A translator can be supplied, if requested, so the student clearly understands their obligations, and notes of the interview will be kept on the student file.

(24) If attendance falls below 80% for a unit, a third and final email will be sent informing the student of Rhodes Business School's intention to report their non-attendance.

(25) The third and final email must refer to the students by name, and inform them:

- a. They have to meet the minimum attendance requirement established under this procedure:



- b. This is a breach of their visa condition in relation to attendance requirements under Standard 11 of the National Code of Practice for Providers of Education and Training to Overseas Students 2018
- c. The it is Rhodes Business Schools intention to report their non-attendance to the relevant Australian Government Department
- d. That the student has a right to appeal Rhodes Business School’s decision to report their non-attendance, and they have 20 working days from the date of notification (which should be stated) in which to lodge any appeal
- e. That if an appeal is lodged, it is the student’s responsibility to provide all information relevant to the appeal at the time of the appeal.
- f. Who they may contact if they wish to discuss the implications of the letter; and
- g. That they may also appeal to the Queensland Ombudsman if they feel there has been a breach of process by Rhodes Business School.

(26) Documentation of all warning (first, second and third) must be kept on the student’s file.

(27) If a student appeals Rhodes Business School decision to report them to the relevant Australian Government department, there will be a review of the matter in the first instance by the Academic director of Rhodes Business School.

(28) The matter will then proceed to Rhodes Business School’s the Student Grievance Policy and Procedure Levels. Decision to report student for non-attendance are considered to be statutory decision for the purpose of the Student Appeal – Level 4 within the Student Grievance policy.

(29) The student’s enrolment must be maintained for the duration of the appeal.

SUPPORT FOR STUDENTS

(30) In The warning emails, students are to be advised of the Rhodes Business School support services available to them, such as access to student services who are available to provide support, information counselling, referral to health services and explanation of the international student obligations as visa holders.

GOVERNMENT REPORTING

(31) If the student’s appeal of Rhodes Business School’s decision to report them to the relevant Australian Government Department is dismissed by Rhodes Business School, on the basis that the student has not met the attendance requirements established in the procedure, Rhodes Business School will report the matter to the relevant Australian Government Department through the Provider registration and International Student Management System (PRISMS)

(31) Where a student is reported, Rhodes Business School will advise the student of the notification and keep a record of this notification on the student file.

Version History				
Review Period:		2 years from date of last approval		
Version Number:	Approved by:	Approval Date:	Effective Date:	Sections Modified:
D1			May 2022	New procedure developed



V1	CEO	May 2022	May 2022	Implemented Procedure