

# Enabling Course International Student Attendance Procedures

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## 1. Governing Policy

[Enabling Courses Policy](#)

## 2. Purpose

These procedures ensure that Flinders University's enabling courses comply with regulatory requirements for the monitoring of onshore international student attendance.

## 3. Definitions

<b>Student Administration Services (SAS)</b>	For the purposes of these procedures, Student Administration Services (SAS) may refer to: <ol style="list-style-type: none"><li>i. where an enabling course is delivered by an area or entity other than a College, the positions responsible for the provision of student administration services within that area or entity e.g. Student Services Manager, Student Support Officer, OR</li><li>ii. SAS staff within Colleges.</li></ol>
<b>Compassionate and compelling circumstances</b>	Compassionate and compelling circumstances are generally considered to be out of the students control and impact on the student's studies. Such circumstances can include, but are not limited to: <ol style="list-style-type: none"><li>i. illness or other medical grounds</li><li>ii. unanticipated personal circumstances</li><li>iii. cultural or religious commitments</li><li>iv. unanticipated or significant work-related circumstances</li></ol>

## 4. Procedures

### 4.1. Monitoring attendance

- a. Onshore international students enrolled in an enabling course at Flinders University must, as a condition of their student visa, maintain a minimum attendance rate of 80% for the course in which they are enrolled.

- b. If attendance falls below 80% and it is clear that the student will not be able to reach 80% within the expected course duration, the University is required to report the student to the relevant Commonwealth Government department.
- c. Academic staff will record attendance each teaching session.
- d. If a student is absent due to illness or any other [compassionate or compelling circumstance](#), the student must obtain a medical certificate or other relevant documentation in case their attendance rate falls below 80% and evidence is required to support a request for review of a decision to report a student for unsatisfactory attendance.
- e. If a student is absent for three consecutive classes in any topic they will be contacted by SAS via phone and/or email.
- f. If a student does not respond to contact from SAS, the Student Services Manager (or equivalent in Colleges) will take the following action:
  - i. notify the student's emergency contact
  - ii. initiate a police welfare check, if indicated
  - iii. make a record of these actions in relevant student management systems.

#### 4.2. Attendance notifications

- a. A student will be issued an attendance notification and action taken when attendance falls below 90% as set out in the table below.
- b. All notifications will be sent to a student's Flinders University email address.

Notification	Rate of attendance	Action
<b>Unofficial Warning</b>	Issued when overall attendance for the course drops to 90% or below	c. SAS: <ul style="list-style-type: none"> <li>i. notifies student via email</li> <li>ii. in the case of students aged under 18, notifies the student's parent or carer</li> <li>iii. updates record on student management system.</li> </ul>
<b>First Attendance Warning</b>	Issued when overall attendance for the course drops to 80% or below	d. SAS: <ul style="list-style-type: none"> <li>i. notifies student via email</li> <li>ii. in the case of students aged under 18, notifies the student's parent or carer</li> <li>iii. notifies Flinders International if student holds a scholarship</li> <li>iv. meets with student to discuss attendance requirements and to provide support/advice. Student may be referred to an International Student Advisor for additional support/advice</li> </ul>

Notification	Rate of attendance	Action
		v. records notification and meeting (or non-attendance) on student management system.
<b>Second Attendance Warning</b>	Issued when overall attendance for the course remains below 80%%	<p>e. SAS:</p> <ul style="list-style-type: none"> <li>i. notifies student via email</li> <li>ii. in the case of students aged under 18, notifies the student's parent or carer</li> <li>iii. notifies Flinders International if student holds a scholarship</li> <li>iv. meets with the student to inform them that they may be reported to the relevant Commonwealth Government department for unsatisfactory attendance if their attendance does not improve, and their right to request a review of any such decision, including for reasons of <a href="#">compassionate or compelling circumstances</a>, in accordance with the <a href="#">Student Review and Appeal Policy</a> and <a href="#">procedures</a>.</li> </ul> <p>f. Student acknowledges attendance record and consequences if their attendance does not improve, and right to request a review of attendance-related decisions.</p> <p>g. SAS records notification and meeting (or non-attendance) on student management system.</p>
<b>Notice of Intention to Report for Unsatisfactory Attendance</b>	Issued when a student <b>will not</b> meet the overall attendance rate of 80% for the course within the expected course duration	<ul style="list-style-type: none"> <li>h. SAS notifies student via email and sends copies to Flinders International Admissions.</li> <li>i. Academy Director (or equivalent in Colleges) approves reporting of unsatisfactory attendance to the relevant Commonwealth Government department only after the review and appeal process has been completed.</li> <li>j. SAS reports unsatisfactory attendance to the relevant Commonwealth Government department via PRISMS and advised Flinders International Admissions.</li> </ul>

## 5. Reviews and appeals

- a. If the University intends to report a student to the relevant Commonwealth Government department for unsatisfactory attendance, the student will be informed in the notice of their right to request a review of the decision, including for reasons of compassionate or compelling circumstances, in accordance with the [Student Review and Appeal Policy](#) and [procedures](#).
- b. A student who is dissatisfied with the outcome of the review may appeal to the Student Appeals Committee, if specified grounds are met, in accordance with the [Student Review and Appeal Policy](#) and [procedures](#).
- c. Unsatisfactory attendance will be reported to the relevant Commonwealth Government department via PRISMS only after an appeal finds in favour of the University, or the student has chosen not to access the review and appeal processes within the 20 working day period, or the student withdraws from the process.
- d. Even if an appeal finds in favour of the student, if a student's overall attendance continues to fall they will be reported to the relevant Commonwealth Government department.
- e. Students must continue to attend their course as scheduled until the completion of all review and appeals processes. If a student's course finishes during this time, the University reserves the right not to make another enabling course offer to the student.

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\* Unless otherwise indicated, this policy or procedures still apply beyond the review date.

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