

# 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

### Student Administration Services (SAS)

For the purposes of these procedures, Student Administration Services (SAS) may refer to:

- 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
- ii. SAS staff within Colleges.

## 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 day, with absences recorded in hourly blocks.
- d. A student will be recorded as absent if they are unwell. Students must obtain a medical certificate for the period of illness (although this **will not** alter the record of absence) and must retain all medical documentation in case their attendance rate falls below 80% and evidence is required to support a request for a review for reasons of compassionate or compelling circumstances.
- e. SAS monitors attendance registers on a weekly basis and will contact any student absent for three consecutive days 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>Friendly Reminder Letter</b>	Issued when attendance over a two week period is <80% and overall attendance for the course is >90%	<p>c. SAS:</p> <ol style="list-style-type: none"> <li>i. notifies student via email and a hardcopy notice delivered in class</li> <li>ii. updates record on student management system.</li> </ol>
<b>First Attendance Reminder</b>	Issued when overall attendance for the course falls between 86-90%	<p>d. SAS:</p> <ol style="list-style-type: none"> <li>i. notifies student via email and a hardcopy notice delivered in class</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> <li>v. records notification and meeting (or non-attendance) on student management system.</li> </ol>
<b>Second Attendance Reminder</b>	Issued when overall attendance for the course falls between 80-85%	<p>e. SAS:</p> <ol style="list-style-type: none"> <li>i. notifies student via email, registered mail and/or a hardcopy notice delivered in class</li> <li>ii. notifies Flinders International if student holds a scholarship.</li> <li>iii. meets with the student to inform them that they may be reported to the relevant Commonwealth Government department for</li> </ol>

Notification	Rate of attendance	Action
		<p>unsatisfactory attendance if their attendance does not improve, and their right to request a review of any such decision, including for reasons of compassionate or compelling circumstances, in accordance with the <a href="#">Student Review and Appeal Policy</a> and <a href="#">procedures</a>.</p> <p>f. Student acknowledges attendance record, 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>
<p><b>Notice of Intention to Report for Unsatisfactory Attendance</b></p>	<p>Issued when a student <b>will not</b> meet the overall attendance rate of 80% for the course within the expected course duration</p>	<p>h. SAS notifies student via email, registered mail and/or a hardcopy notice delivered in class and sends copies to Flinders International Admissions.</p> <p>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.</p> <p>j. SAS reports unsatisfactory attendance to the relevant Commonwealth Government department via PRISMS and advised Flinders International Admissions.</p>

## 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 falls below 70% they will be reported to the relevant Commonwealth Government department without further notification.
- 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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