

# COURSE PROGRESSION AND ATTENDANCE POLICY



## PURPOSE

The purpose of this policy is to outline the expectations of students' course progression and attendance at Australian International Islamic College.

## SCOPE

This policy applies to all students at Australian International Islamic College.

**Approved By:** College Board

**Contact:** Principal

**Date Approved:** May 2020

**Status:** Approved

**Reviewed |** Bi-annually

**Next Review Due:** April 2022

This policy may be updated or revised from time to time. The College will not notify you each time the Policy is changed.

## DEFINITIONS

A) Compassionate or compelling circumstances - circumstances beyond the control of the student that are having an impact on the student's progress through a course.

These could include:

- I. serious illness, where a medical certificate states that the student was unable to attend classes
- II. bereavement of close family members such as parents or grandparents (with evidence of death a certificate if possible)
- III. major political upheaval or natural disaster in the home country requiring their emergency travel that has impacted on their studies
- IV. a traumatic experience which has impacted on the student (these cases should be where possible supported by police or psychologists' reports)
- V. where the Australian International Islamic College was unable to offer a pre-requisite unit
- VI. inability to begin studying on the course commencement date due to delay in receiving a student visa.

For other circumstances to be considered as compassionate or compelling, evidence would need to be provided to show that these were having an impact on the student's progress through a course

- B) Expected duration– the length of time it takes to complete the course studying full-time. This is the same as the registered course duration on CRICOS.
- C) Australian International Islamic College day – any day for which the Australian International Islamic College has scheduled course contact hours.
- D) Study period – a discrete period of study within a course which cannot exceed 24 weeks. Australian International Islamic College defines a “study period” for the purposes of monitoring course attendance and progress as a semester.

## 1. COURSE PROGRESS

- A. The Australian International Islamic College will monitor, record and assess the course progress of each student for the course in which the student is currently enrolled.
- B. The course progress of all students will be assessed at the end of each study period (semester) of enrolment.
- C. Students who have begun part way through a semester will be assessed after one full study period.
- D. To demonstrate satisfactory course progress, students will need to achieve competency in at least 50% of units studied in any study period
- E. If a student does not achieve satisfactory course progress in a study period, the class teacher will formally contact the parent(s) to advise there will be a meeting with the student to develop an intervention strategy for academic improvement. This may include.
  - i. After hours tutorial support
  - ii. Subject tutorial support in class time
  - iii. Mentoring
  - iv. Additional ESL support
  - v. Counselling – time management
  - vi. Counselling -academic skills
  - vii. Counselling – personal
  - viii. other intervention strategies as deemed necessary
- F. A copy of the student’s individual strategy and progress reports in achieving improvement will be forwarded to parents.
- G. The student’s individual strategy for academic improvement will be monitored over the following study period by the Principal and records of student response to the strategy will be kept.
- H. If the student does not improve sufficiently academically and achieve satisfactory course progress by the end of the next study period, Australian International Islamic College will advise the student in writing of its intention to report the student for breach of visa condition 8202, and that he/she has 20 working days in which to access the Australian International Islamic College’s internal complaints and appeals

process. Following the outcome of the internal process, if the student wishes to complain or lodge an external appeal about a decision made or action taken by Australian International Islamic College, he/she may contact the Overseas Student Ombudsman at no cost. This must be done within 21 days. Please see Australian International Islamic College's Complaints and Appeals Policy for further details.

- I. The Australian International Islamic College will notify the National ESOS Authority via PRISMS of the student not achieving satisfactory course progress as soon as practicable where:
  - i. the student does not access the complaints and appeals process within 20 days, or
  - ii. withdraws from the complaints and appeals process, or
  - iii. the complaints and appeals process results in favour of the Australian International Islamic College

## **2. COMPLETION WITHIN EXPECTED DURATION OF STUDY**

- A. As noted in 1.a., the Australian International Islamic College will monitor, record and assess the course progress of each student for the course in which the student is currently enrolled.
- B. Part of the assessment of course progress at the end of each semester will include an assessment of whether the student's progress is such that they are expected to complete their course within the expected duration of the course.
- C. The Australian International Islamic College will only extend the duration of the student's study where it is clear the student will not be able to complete their course by the expected date because of:
  - i. compassionate or compelling circumstances (see Definitions below
  - ii. student participation in an intervention strategy as outlined in 1.e.
  - iii. an approved deferment or suspension of study has been granted in accordance with Australian International Islamic College's Deferment, Suspension and Cancellation Policy.
- D. Where the Australian International Islamic College decides to extend the duration of the student's study, the Australian International Islamic College will report this change via PRISMS within 14 days and/or issue a new COE if required.

## **3. MONITORING COURSE ATTENDANCE**

- A. Satisfactory course attendance is attendance of 80% of scheduled course contact hours.
- B. Student attendance is:
  - i. checked and recorded daily
  - ii. assessed regularly
  - iii. recorded and calculated over each study period.

C. All absences from Australian International Islamic College will be included in absentee calculations and should be accompanied by a medical certificate, an explanatory communication from the student's carer or evidence that leave has been approved by the Principal/Head of Australian International Islamic College.

D. Any absences longer than [5] consecutive days without approval will be investigated.

E. Student attendance will be monitored by the Principal every 4 weeks over a study period to assess student attendance using the following method:

- i. Calculating the number of hours the student would have to be absent to fall below the attendance threshold for a study period e.g. number of study days x contact hours x 20%. [For example, a 20 week study period with 5 contact hours a day would equal 500 contact hours. 20% of this is 100 hours.]
- ii. Any period of exclusion from class will not be included in student attendance calculations. [See Australian International Islamic College Deferment, Suspension and Cancellation Policy points 5 and 6.]

F. Parents of students at risk of breaching Australian International Islamic College's attendance requirements will be contacted by email and students will be counselled and offered any necessary support when they have absences totaling 10 % any study period.

G. If the calculation at 3.f. indicates that the student has passed the attendance threshold for the study period, Australian International Islamic College will advise the student of its intention to report the student for breach of visa condition 8202, and that he/she has 20 working days in which to access the Australian International Islamic College's internal complaints and appeals process except in the circumstances outlined in 3.j.

H. The Australian International Islamic College will notify the National ESOS Authority via PRISMS of the student not achieving satisfactory course attendance as soon as practicable where:

- i. the student does not access the complaints and appeals process within 20 days
- ii. withdraws from the complaints and appeals process
- iii. the complaints and appeals process results in a decision for the Australian International Islamic College.

I. Students will not be reported for failing to meet the 80% attendance where:

- i. the student produces documentary evidence clearly demonstrating compassionate or compelling circumstances e.g., medical illness supported by a medical certificate or as per Definition, below, and
- ii. the student's attendance has not fallen below 70% for the study period.

J. The method for calculating 70% attendance is the same as that outlined in 3.f. with the following change: number of study days x contact hours x 30%.

K. If a student is assessed as having nearly reached the threshold of 70% attendance for a study period, the Principal will assess whether a suspension of studies is in the interests of the student as per Australian International Islamic College's Deferment, Suspension and Cancellation Policy.

L. If the student does not obtain a suspension of studies under the Australian International Islamic College's Deferment, Suspension and Cancellation Policy, and falls below the 70% threshold for attendance for the study period, the process for reporting the student for unsatisfactory attendance (breach of visa condition 8202) will occur as outlined in 3.h – 3.i.