Attendance Policy and Procedure

Purpose:

The purpose of this policy is to monitor overseas and domestic student attendance to ensure compliance with state and federal legislative requirements and academic progression. The intent is to provide all students with the best opportunity to achieve the learning outcomes of their chosen AIHM course.

Scope

This policy covers all students enrolled with AIHM with no exclusion.

Policy

AIHM will record the attendance of students to support their academic progression. Overall monitoring of class attendance is managed by the senior administration secretary. Attendance is recorded and monitored for each study period, and includes all scheduled activities allocated to each student’s timetable.

AIHM must comply with the ESOS Act and its regulations. The regulations require private educational providers to monitor overseas student academic progress. AIHM has a legal obligation to report overseas students who fail to comply with academic progress guidelines as per the National Code 2007.

Procedure

Once a student has been accepted into a course they are required to maintain a minimum attendance of 80% of all contact study hours.

If any student is absent without advising the administration for 2 consecutive classes they will be contacted to find out the reason for their absence.

Attendance registers are maintained for each subject the student is enrolled in and attendance is recorded at each lecture.

It is the responsibility of AIHM to monitor the progress of its students and ensure that they are able to complete their studies during the expected timeframe. If the student appears to be behind in their academic progress the intervention strategy shall be implemented.

To initiate the intervention strategy for international students either the Senior Administration Secretary will initially contact students where a potential breach of visa conditions may occur; particularly in the areas of attendance, academic performance and if the student is not in position to complete the course within the expected duration as specified on the student’s CoE. If necessary, a written warning may be issued by Registrar. It may also be required for the student to be counselled.
by the Dean of Studies or Associate Dean if no improvement is seen following the initial contact.

AIHM has the obligation to inform the student that they are able to access the complaints and appeal process within 20 working days of being informed of the breach of conditions.

Information provided by the student may be made available to Commonwealth and State agencies and that the AIHM is required to advise the Commonwealth (DIAC and DIISRTE) about enrolment changes and/or any breach of visa conditions by an international student.