



# MARIST COLLEGE ASHGROVE

A Catholic boys' day and boarding College in the Marist Tradition

## Course Progress and Attendance Policy

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| ITEM                      | DESCRIPTION  |
|---------------------------|--|
| <b>Policy description</b> | This policy outlines the requirements of course progress and attendance at Marist College Ashgrove for international students. |
| <b>Department</b>         | Enrolments Department  |
| <b>Executive Director</b> | Headmaster   |
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### Revision History

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## 1. POLICY STATEMENT

Marist College Ashgrove's Student Progress, Attendance and Course Duration Policy combines all requirements of Standards 9, 10 and 11 of the National Code 2018.

## 2. COURSE PROGRESS

At Marist College Ashgrove, in accordance with Student Visa Conditions, students must meet the following criteria to achieve satisfactory academic performance:

- a) Active involvement in all classes;
- b) Meeting of all assessment deadlines;
- c) Utilisation of support services offered by Marist College Ashgrove;
- d) Demonstrated improvement in the use of the English language;
- e) Satisfactory (or better) approach to learning, homework and assessment with competency achieved in at least 50% of units in any study period;
- f) Demonstrated academic improvements and/or demonstrated improvement in work practices;
- g) Demonstrated eligibility for QCE (Queensland Certificate of Education);
- h) Evidence of self-discipline.

Under the National Code 2018, at a minimum the College must implement an intervention strategy if a student is deemed not competent in 50% or more of the units in any one study period.

Processes used for dealing with student "at risk" of breaching their visa conditions for unsatisfactory academic performance and non-attendance:

- a) Verbal discussion between student and EAL/D teacher or other subject teacher and Head of House, and contact to advise his parents/legal guardians;
- b) Interview with EAL/D or subject teacher, appropriate Curriculum Leader and Head of House for counselling and support and a warning;
- c) Interview with Head of Boarding and Head of Teaching and Learning for further counselling when required, support and documented warning that repeated instances of unsatisfactory academic performances will notify National ESOS Authority via Provider Registration and Overseas Student Management System (PRISMS) of the student not achieving academic satisfactory course progress.

## 3. COURSE PROGRESS POLICY

- a) The 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 by appropriate Head of House at the end of each study period (a study period is one 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 in any study period.
- e) If a student does not achieve competency in at least 50% of units studied in a study period, the College will contact his parents/legal guardians to advise there will be a meeting with the student and his subject teacher or the appropriate Curriculum Leader to develop an intervention strategy for academic improvement. This may include;
  - additional supervised study periods;
  - tutorial assistance;
  - other intervention strategies as deemed necessary.

Under the National Code 2018, at a minimum the College must implement an intervention strategy if a student is deemed not competent in 50% or more of the units in any one study period.

- a) A copy of the student's individual strategy and progress reports in achieving improvement will be forwarded to parents or legal guardians.
- b) The student's individual strategy for academic improvement will be monitored over the following study period by Head of Boarding and Head of Teaching and Learning and a record of the student's response to the strategy will be kept.
- c) If the student does not improve sufficiently academically and achieve satisfactory course progress by the end of the next study period, Marist College Ashgrove will advise the student in writing of its intention to report the student for breach of visa condition 8202, and that he has 20 working days in which to access the 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 Marist College Ashgrove, he may contact the Overseas Student Ombudsman at no cost. This must be done within 10 days. Please see Marist College Ashgrove's Grievance (Complaints and Appeals) Policy for further details.
- d) The College will notify the National ESOS Authority via PRISMS of the student not achieving satisfactory course progress as soon as practicable where:
  - the student does not access the Grievance (Complaints and Appeals) Process within 20 days; or
  - withdraws from the Grievance (Complaints and Appeals) Process; or
  - the Grievance (Complaints and Appeals) Process results in favour of the College.

#### 4. COMPLETION WITHIN EXPECTED DURATION OF STUDY

- a) As noted in 3(a), the 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 study period 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 College will only extend the duration of the student's study where the student will not complete their course within the expected duration due to:
  - compassionate or compelling circumstances (see Definitions below);



- student participation in an intervention strategy as outlined in 3(e);
  - a student's work ethic and effort are exemplary;
  - an approved deferment or suspension of study has been granted in accordance with Marist College Ashgrove's Deferment, Suspension and Termination Policy;
- d) Where the College decides to extend the duration of the student's study, the College will report this change via PRISMS within 14 days and/or issue a new eCOE if required.

## 5. MONITORING COURSE ATTENDANCE

Regular attendance and punctuality at the College and all classes is required. Satisfactory course attendance should **not fall below 80%** of scheduled course contract hours. With this in mind, the College checks the attendance rolls and late book daily. Likewise, late arrivals at the commencement of a term or early leave at the end of a term will be marked absent to the purpose of attendance monitoring.

If the student's absence reaches 15% for the study period (1 semester), we will issue a warning notice. Once the student's absence reaches 20% we are obliged to advise the student of our intention to report his attendance to the Department of Home Affairs.

The student will then have twenty (20) working days to appeal the College's decision to make this report. During this time, the student has the opportunity to explain his absence and produce any medical certificates or other evidence that may be the reason for his absence.

Processes used for dealing with students "at risk" of breaching their visa conditions for unsatisfactory attendance:

- a) Verbal discussion between student and Head of House.
- b) Advise the student and parent(s)/legal guardian(s) of an arranged interview with his Head of House (Pastoral) for counselling support and warning that repeated non-attendance will lead to a report on PRISMS.

**The purpose of this process is to offer appropriate support for students.**

## 6. COURSE ATTENDANCE POLICY

- a) Satisfactory course attendance is attendance of 80% of scheduled course contact hours as per the National Code Standard 8. This specifies a minimum attendance requirement of 80%, or under certain conditions, of 70%.
- b) Student attendance is:
  - checked and recorded daily;
  - assessed regularly;
  - recorded and calculated over each study period (one semester).
- c) Late arrival at the College will be recorded and will be included in attendance calculations.
- d) All absences from the College will be included in absentee calculations and should be accompanied by a medical certificate, an explanatory communication from the



student's parent(s)/legal guardian(s) or evidence that leave has been approved by the College.

- e) Any absences longer than five (5) consecutive days without approval will be investigated.
- f) Student attendance will be monitored every day over a study period (one semester) to assess the student's attendance using the following method:
- Calculating the number of hours the student would have to be absent to fall below the attendance threshold for a semester e.g. number of study days x contact hours x 20%. (For example, an eight week term with five (5) contact hours a day would equal 200 contact hours. 20% of this is 40 hours).
  - Any period of exclusion from class *will not be* included in student attendance calculations.
  - Any suspension from the College *will be* included in student attendance calculations.
- g) Students at risk of breaching Marist College Ashgrove's attendance requirements will be counselled and offered any necessary support when they have absences totalling 15% during any study period.
- h) If the calculation at 6(f) indicates that the student has not met the attendance threshold for the study period, Marist College Ashgrove will advise the student of its intention to report the student for breach of visa condition 8202, and that he has 20 working days in which to access the College's internal Grievance (Complaints and Appeals) Process except in the circumstances outlined in 6(j).
- i) The College will notify the National ESOS Authority via PRISMS of the student not achieving satisfactory course attendance as soon as practicable where:
- the student does not access the Grievance (Complaints and Appeals) Process within 20 days;
  - the student withdraws from the Grievance (Complaints and Appeals) Process
  - the Grievance (Complaints and Appeals) Process results in a decision for the College.
- j) Students will not be reported for failing to meet the 80% threshold where:
- the student produces documentary evidence clearly demonstrating compassionate or compelling circumstances e.g., medical illness supported by a medical certificate; and
  - the student has not fallen below 70% attendance for the study period.
- k) The method for calculating 70% attendance is the same as that outlined in 6(f) with the following change; number of study days x contact hours x 30%.
- l) If a student is assessed as having nearly reached the threshold for 70% attendance, the Head of Boarding and Head of Teaching and Learning will assess whether a suspension of studies is in the interests of the student as per Marist College Ashgrove's Deferment, Suspension and Termination Policy.
- m) If the student does not obtain a suspension of studies under the Marist College Ashgrove's Deferment, Suspension and Termination Policy, and falls below the 70% threshold for attendance, the process for reporting the student for unsatisfactory attendance (breach of visa condition 8202) will occur as outlined in 6(h)-6(i).



## 7. DEFINITIONS

**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:

- a) serious illness, where a medical certificate states that the student was unable to attend classes;
- b) bereavement of close family members such as parents or grandparents (with evidence of death certificate if possible);
- c) major political upheaval or natural disaster in the home country (requiring their emergency travel) that has impacted on their studies ;
- d) a traumatic experience which has impacted on the student (these cases should be where possible supported by police or psychologists' reports);
- e) where the College was unable to offer a pre-requisite unit;
- f) 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.

**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.

**College day** – any day for which the College has scheduled course contact hours.

**Study period** – a discrete period of study within a course that cannot exceed 24 weeks. Marist College Ashgrove defines a “study period” for the purposes of monitoring course attendance and progress as a semester.

## 8. RELATED LEGISLATION AND DOCUMENTS

- [The National Code of Practice for Providers of Education and Training to Overseas Students 2018 \(National Code 2018\)](#)
- [Education Services for Overseas Students \(ESOS\) Act 2000](#)
- [Education Services for Overseas Students Regulation 2001](#)
- [Education Services for Overseas Students \(Calculation of Refund\) Specification 2014](#)
- Complaints and Appeals Policy

