



OVERSEAS STUDENT COURSE PROGRESS AND ATTENDANCE POLICY

1. Course progress

- 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 at the end of each semester of enrolment. At the end of each semester records of student academic achievement in each unit of study shall be placed on the student file.
- c) Students who began part way through a semester will be assessed after one full semester of attendance.
- d) To demonstrate satisfactory course progress students will need to achieve competency in all units of study in any semester.
- e) If a student does not achieve a mark of at least 50% in all assessment tasks in an assessment period the Director of Learning and Teaching will meet with the student to develop an intervention strategy for academic improvement. This may include:
 - i) Additional supervised study periods.
 - ii) Tutorial assistance.
 - iii) Other intervention strategies as deemed necessary.
- f) A copy of the student's individual strategy for achieving academic improvement and progress reports will be forwarded to parents/guardians.
- g) The student's individual strategy for academic improvement will be monitored over the following semester by the Director of Learning and Teaching, and records of student response to the strategy will be kept on file.
- h) If the student does not show a sufficient level of academic improvement and achieve satisfactory course progress by the end of the next assessment period, Bishop Drutt College will advise the student in writing of its intention to report the student for breach of visa condition 8202, and that they have 20 working days in which to access the college's internal complaints and appeals process.
- i) The college will notify through the Provider Registration and International Student Management System (PRISMS) as soon as practicable that the student has not achieved satisfactory course progress if one of the following occurs:
 - i) The student does not access the complaints and appeals process within 20 days.
 - ii) The student withdraws from the complaints and appeals process.
 - iii) The complaints and appeals process results in favour of the school.



2. Completion within expected duration of study (course progression)

- a) As noted in 1. a) above, 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 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 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:
 - i) Compassionate or compelling circumstances.
 - ii) Student participation in an intervention strategy, as outlined in 1.e) above.
 - iii) An approved deferment or suspension of study has been granted in accordance with the [Bishop Drutt College deferment, suspension and cancellation policy](#).
- d) Where the college decides to extend the duration of the student's study, the college will report via PRISMS and/or issue a new confirmation of enrolment if required.

3. Course attendance

- a) Satisfactory course attendance is attendance at 80% of the scheduled course contact hours.
- b) Student attendance is:
 - i) Checked and recorded daily.
 - ii) Assessed regularly.
 - iii) Recorded and calculated over each semester.
- c) Late arrival at the college will be recorded and will be included in attendance calculations.
- d) All absences from the college 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.
- e) Any absences longer than 3 consecutive days without approval will be investigated.
- f) Student attendance will be monitored by the Director of Learning and Teaching every 3 days over a semester to assess student attendance using the following method:
 - i) Calculation of the number of hours the student would have to be absent to fall below the attendance threshold for a semester is as follows: (number of weeks per term) x 5 days x 5 contact hours per day x 20%. For example in Term 4: 9 weeks x 5 days x 5 contact hours per day x 20% = 45 hours.



- ii) Any period of exclusion from class will not be included in student attendance calculations.
- g) Students at risk of breaching Bishop Druit College's attendance requirements will be counselled and offered any necessary support when they have absences totalling 20% of hours during any assessment period.
- h) If the calculation at 3. f) above indicates that the student will not reach the attendance threshold for the study period, Bishop Druit College will advise the student of its intention to report them for breach of visa condition 8202, and that they have 20 working days in which to access the school's internal complaints and appeals process, except in the circumstances outlined in 3. j) below.
- i) The college will notify the Department of Education and Training via PRISMS as soon as practicable that the student has not achieved satisfactory course attendance if one of the following occurs:
 - i) The student does not access the complaints and appeals process within 20 days.
 - ii) The student withdraws from the complaints and appeals process.
 - iii) The complaints and appeals process results in a decision for the school.
- j) Students will not be reported for failing to meet the 80% threshold where:
 - i) The student produces documentary evidence clearly demonstrating compassionate or compelling circumstances, for example medical illness supported by a medical certificate, and
 - ii) The student's attendance has not fallen below 70%.
- k) The method for calculating 70% attendance is the same as that outlined in 3. f) above 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 Director of Learning and Teaching will assess whether a suspension of studies is in the interests of the student as per the *Bishop Druit College deferment, suspension and cancellation policy*.
- m) If the student is not granted a suspension of studies under the *Bishop Druit College deferment, suspension and cancellation 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 3. h) – 3. i) above.



4. 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:
- Serious illness, where a medical certificate states that the student was unable to attend classes.
 - Bereavement of close family members such as parents or grandparents.
 - Major political upheaval or natural disaster in the home country requiring their emergency travel that has impacted on their studies.
 - A traumatic experience which has impacted on the student (these cases should be where possible supported by police or psychologist reports).
 - Where the school was unable to offer a pre-requisite unit.
 - 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) School day – any day for which the school has scheduled course contact hours.

POLICY ADMINISTRATION

This policy will be reviewed periodically, or in the event of any information or incident that indicates the need for a review, or following relevant legislative or organisational change.

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