



POLICY TITLE: INTERNATIONAL STUDENT MONITORING COURSE PROGRESS, ATTENDANCE AND DURATION POLICY

DEVELOPED / REVIEWED BY

Policy Committee
Director of Business Services and Advancement
Deputy Principal Wellbeing and Strategy
Head of Admissions
Human Resources Manager
Risk and Compliance Manager

REVIEW SUMMARY

Policy to be presented to the Policy Committee for the first time at the May 2024 meeting. Policy to be reviewed in the first twelve months to ensure accuracy to current legislative components.

DOCUMENT DEVELOPMENT PROCESS

This document was first developed by Director of Business Services and Advancement and the Head of Admissions in 2024.

RATIONALE

Standard 8.1 of the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code) requires the College to monitor international students' course progress and, where applicable, attendance for each course in which the international student is enrolled.

Standard 8.2 requires the expected duration of study to be specified in the international student's Confirmation of Enrolment (CoE) and must not exceed the CRICOS registered duration.

Standard 8.3 requires the College to monitor the progress of each international student to ensure the international student is in a position to complete the course within the expected duration specified on the international student's CoE.

Standard 8.4 requires the College to have and implement documented policies and processes to identify, notify and assist an international student at risk of not meeting course progress or attendance requirements where there is evidence from the international student's assessment tasks, participation in tuition activities or other indicators of academic progress that the international student is at risk of not meeting those requirements.

Standard 8.5 requires the College to clearly outline and inform the international student before they commence the course of the requirements to achieve satisfactory course progress and, where applicable, attendance in each study period.

Standard 8.6 requires that the College to have and implement a documented policy and process for monitoring and recording attendance of an international student, specifying:

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- Requirements for achieving satisfactory attendance for the course which at a minimum must be 90 per cent—or higher if specified under state or territory legislation or other regulatory requirements—of the scheduled contact hours
- the method for working out minimum attendance under this standard
- processes for recording course attendance
- details of the College's intervention strategy to identify, notify and assist international students who have been absent for more than five consecutive days without approval, or who are at risk of not meeting attendance requirements before the international student's attendance drops below 90 per cent
- processes for determining the point at which the international student has failed to meet satisfactory course attendance.

Standard 8.7 requires the College to have and implement a documented policy and process for monitoring and recording course progress for the international student, specifying:

- requirements for achieving satisfactory course progress for the course
- processes for recording and assessing course progress
- details of the College's intervention strategy to identify, notify and assist students at risk of not meeting course progress requirements in sufficient time for those students to achieve satisfactory course progress
- processes for determining the point at which the student has failed to meet satisfactory course progress.

DEFINITIONS

CoE	Confirmation of Enrolment
CRICOS	Commonwealth Register of Institutions and Courses for Overseas Students
National Code	National Code of Practice for Providers of Education and Training for Overseas Students (2018)
PRISMS	Provider Registration and International Student Management System

PRINCIPLES / GUIDING PRINCIPLES

It is the College's policy:

- to regularly monitor the course progress and attendance of our international students

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- that before an international student commences studying at the College, we clearly outline and inform the international student of the requirements to achieve satisfactory course progress and attendance in each study period
- to support our international students so that they meet satisfactory academic progress requirements
- to record and assess the academic progress of our international students
- to warn any international students at risk of not meeting satisfactory attendance or course progress requirements
- to, in order for international students to meet satisfactory academic requirements, assist international students at risk of not meeting satisfactory academic progress
- to outline and inform international students before they commence at the College of the requirements to achieve satisfactory course progress and attendance in each study period
- to share VCAA attendance requirements with the international student and their parent/guardian.

PROCEDURES

Monitoring Course Duration

An international student's CoE specifies the duration of their expected course of study. To ensure that the duration of an international student's course of study does not exceed the period specified on the CoE the College monitors the international student's course progress in accordance with the processes set out in this policy to ensure that they are able to complete the course within the expected duration.

Monitoring Course Attendance

The College monitors international students' course attendance by regularly analysing our attendance data to assess whether our students meet the minimum attendance requirement of 90 per cent of the scheduled contact hours.

The College monitors our international students' attendance by:

- taking the class roll at least twice a day or at the start of each period
- recording the result of each class roll in the College's student management system.
- implementing an intervention strategy for international students who do not meet minimum attendance requirements.

If an international student does not attend school for more than five consecutive days without approval, or is at risk of not meeting attendance requirements, the College may decide to implement an intervention strategy before the international student's attendance drops below 90 per cent. For more on our intervention strategies, refer to our **International Student Unsatisfactory Course Progress or Attendance Policy** and **International Student Intervention Strategy Policy**.

If an international student does not meet the minimum attendance requirements, the College requires the international student to liaise with College support staff to maintain an attendance plan. For more information, refer to our **International Student Unsatisfactory Course Progress or Attendance Policy** and **International Student Intervention Strategy Policy**.

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Monitoring Course Progress

The College monitors international students' course progress by regularly assessing our international students through:

- Teacher observations
- Student feedback
- Participation in class
- Class work
- Class projects
- Assessment tasks
- Results that allow progression to the next year of study in the course
- Attendance data

When the staff identify that an international student is at risk of not meeting, or is not meeting the satisfactory course progress of the College's curriculum, the College will:

- provide a written warning to the student and their parent/guardian that the student is "at risk"
- provide assistance through our **International Student Academic Support Policy** so that they meet satisfactory course requirements.

For more information, refer to our **International Student Unsatisfactory Course Progress or Attendance Policy** and **International Student Intervention Strategy Policy**.

Impact of Deferral and Suspension on Attendance Monitoring

Our **International Student Deferring, Suspending or Cancelling an Enrolment Policy** explains the College's procedures in relation to the deferral or suspension of an international student's enrolment.

If an international student's enrolment is deferred or suspended, the period of suspension or deferral of enrolment (as recorded in PRISMS in accordance with section 19(2) of the ESOS Act) should not be included in attendance monitoring calculations.

Record keeping

The College maintains evidence of compliance with this Policy by maintaining records of course progress monitoring decisions and activities conducted in accordance with this Policy. Records will be maintained in accordance with our **International Student Records Management and Retention Policy**.

RESPONSIBILITY

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- Principal
- International Student Coordinator
- Deputy Principal Wellbeing and Strategy
- Deputy Principal Learning and Teaching
- Director of Students
- Heads of House

RELATED LEGISLATION

- National Code of Practice for Providers of Education and Training to Overseas Students 2018
- Education Services for Overseas Students Act 2000 (Cth)
- Education Services for Overseas Students Regulations 2001 (Cth)
- Migration Act 1958 (Cth)

RELATED SIENA COLLEGE POLICIES

- International Student Unsatisfactory Course Progress or Attendance Policy
- International Student Intervention Strategy Policy
- International Student Academic Support Policy
- International Student Deferring, Suspending or Cancelling an Enrolment Policy
- International Student Records Management and Retention Policy

RISK

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In the Committee's deliberations it is important to consider the College's main strategic processes and the identification of associated risks. Some sample questions are included for referral.

Answers are to be documented as part of the policy.

1. **Faith and Catholic Identity.** Identify any risks to Catholic Identity or Dominican charism of the school. How will this policy harm or enhance either?
2. **Reputation.** Identify if there are any reputational risks to the College. How will this policy impact Siena and wider communities?
3. **Financial.** Identify any financial risks to the College. How will this policy impact the financial stability of the College?
4. **Contemporary Learning and Teaching.** Identify any risks to learning and teaching. How will this policy impact the academic performance of the College?
5. **Wellbeing.** Identify any risks to safety and wellbeing. How will this policy impact the mental and physical wellbeing of the College community?
6. **Community Engagement.** Identify any risks to building community engagement. How will this policy impact community relationships?
7. **Governance and Leadership.** Identify any risks to governance and leadership in the College. How will this policy affect the strategic direction of the College?

Do any risks identified above warrant changes to the proposed policy? If so the policy should be referred back to the developer/s.

NEXT REVIEW

May 2025

POLICY LOCATION

<https://sienacentral.siena.vic.edu.au/homepage/3452>
www.siena.vic.edu.au

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