



THE UNIVERSITY OF  
**NOTRE DAME**  
A U S T R A L I A

**PROCEDURE:**

**(ELICOS) ATTENDANCE MONITORING – ENGLISH LANGUAGE PROGRAMS**

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**Purpose:** Outline the process to be followed to monitor student compliance with visa conditions relating to attendance in English language programs.

**Responsible Executive:** PVC, International

**Responsible Office:** AESC (Fremantle and Sydney)

**Effective Date:** 23 March 2017

**Review Date:** March 2020

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## 1 Purpose

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- 1.1 This *Procedure: Attendance Monitoring – English Language Programs* outlines the procedure to be followed to monitor student attendance in English Language Intensive Courses for Overseas Students (**ELICOS**).
- 1.2 This Procedure must be read in conjunction with the *Policy: Attendance Monitoring – English Language Programs* (**Policy**) and any other relevant regulations, policies and procedures of the University.

## 2 Definitions

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For the purpose of this Procedure the following definitions apply:

**AESC** means the University's Academic Enabling and Support Centre on any campus.

**Compassionate and Compelling Circumstances** are generally beyond the student's control and have an impact on the student's attendance or wellbeing. These could include, but are not limited to:

- Serious illness or injury
- Bereavement of close family members
- Compulsory community commitments, such as Military service obligations
- Trauma, such as from being involved in a serious accident, witnessing or being the victim or a serious crime
- Permanent or temporary disability
- Major political upheaval or natural disaster in the home country that has impacted on the student's ability to study.

**DIBP** means the Department of Immigration and Border Protection.

**ELICOS** means English Language Intensive Courses for Overseas Students.

**Policy** means the *Policy: Attendance Monitoring – English Language Programs*.

**Procedure** means this *Procedure: Attendance Monitoring – English Language Programs*.

**Student** means a student enrolled in an ELICOS course at the University.

**University** means The University of Notre Dame Australia.

## 3 Attendance Requirements – advice to students

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- 3.1 ELICOS students will be advised of their attendance obligations through a range of communications, including
  - 3.1.1 Enrolment form
  - 3.1.2 Orientation session
  - 3.1.3 Student Handbook
  - 3.1.4 Website
- 3.2 An official course timetable of contact hours will be provided to ELICOS students prior to the commencement of each study period.

## 4 Monitoring Attendance

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- 4.1 An attendance roll will be taken for each ELICOS class. This will include the date, time, location, teacher, and student names and will record lateness and absences.

- 4.2 If a student is absent from a class due to medical reasons, the ELICOS student must provide to the Administration Office in the Academic Enabling and Support Centre (AESC) a medical certificate from a registered health provider to cover the period of absence within three days of the absence occurring.

## 5 Students at risk of not meeting attendance requirements

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- 5.1 Any student whose attendance in an ELICOS course drops below 90per cent, or has been absent for more than five consecutive days without approval will be contacted via their Notre Dame student email account:
- 5.1.1 advising the student that they are at risk of not meeting their attendance requirements, and
  - 5.1.2 outlining options for advice and support in relation to their attendance.
- 5.2 If the student's attendance drops below 85per cent the student will be contacted via their Notre Dame Student email account:
- 5.2.1 advising the student that they are at risk of not meeting their attendance requirements and of being reported to the DIBP; and
  - 5.2.2 requiring the student to meet with the Director, AESC or the Course Coordinator within two calendar days of receipt of the letter to discuss their absences and attendance requirements. At this interview, an action plan will be agreed with the student and a copy of the action plan placed on the student's file.

## 6 Reporting for unsatisfactory attendance

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- 6.1 Subject to clause 6.2, a student who is no longer able to achieve 80 per cent attendance for the period of their ELICOS course will be given written notice via their University email account:
- 6.1.1 that they have failed to meet the mandatory attendance requirements of their student visa; and
  - 6.1.2 that the University is required to report the student to the DIBP; and
  - 6.1.3 that the student has 20 working days to appeal the University's decision to report the student to the DIBP in accordance with clause 7 of this Procedure
- 6.2 The University may decide not to report a student for unsatisfactory attendance in an ELICOS course provided that:
- 6.2.1 the student produces documentary evidence clearly demonstrating that compassionate or compelling circumstances apply; and
  - 6.2.2 the decision not to report the student is consistent with any relevant attendance policies and procedures;
  - 6.2.3 records clearly indicate that the student is maintaining satisfactory course progress; and
  - 6.2.4 the student has attended at least 70 per cent of the scheduled course contact hours for the course in which they are enrolled.

## 7 Appeals

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### 7.1 Internal Appeal

- 7.1.1 ELICOS students may appeal a decision of the University to report them to DIBP for non-attendance within 20 working days from the date of formal notification that the University intends to take this action, where a student considers that one or more of the following grounds exist:
- (a) there is evidence that the data on the student's attendance record is incorrect; and/or
  - (b) that this Procedure has not been followed correctly; and/or
  - (c) serious circumstances of a compelling or compassionate nature have not been taken into account in the University's decision; and/or
  - (d) there is new, relevant evidence that was not available at the time of the University's decision.
- 7.1.2 The appeal should be made in writing to the Academic Registrar (in the manner prescribed by the Pro Vice Chancellor Academic's office) and must be made in accordance with clause 4 of the *Policy: Student Appeals*.
- 7.1.3 The Academic Registrar (or nominee) shall review and determine the appeal within ten working days of receiving the appeal and will advise the student and the Director, AESC in writing of the determination.

### 7.2 External Appeal

- 7.2.1 A student enrolled in an ELICOS course may appeal a decision of the University's internal appeals process to the Overseas Student Ombudsman in accordance with clause 5.3 of the *Policy: Student Appeals*.
- 7.3 A student must continue to attend classes as scheduled until the completion of all internal and external appeal processes. If the student's ELICOS program finishes during this time, the University reserves the right not to make a further offer of ELICOS.
- 7.4 Students will not be reported to DIBP until such time as internal and external appeals processes have been finalised and the finding is against the student.

## 8. Leave of Absence

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- 8.1 An ELICOS student is only permitted to take leave of absence from their studies in accordance with clause 5.4.2 of the General Regulations.
- 8.2 The University is required to report to DIBP a student who has been granted leave of absence. The DIBP will make a determination regarding the student's visa.
- 8.3 An ELICOS student returning from approved Leave of Absence must re-enrol by the published date or withdraw from the University.
- 8.4 By not re-enrolling, an ELICOS student will be deemed to have advised the University that they are no longer continuing with their studies, in which case the University will notify DIBP of the student's inactive notification of cessation of studies. The student will be notified by email that they have been deemed to have ceased their studies and subsequently reported to DIBP.

## 9. Attendance Statement

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A student may apply for an attendance statement after completing their ELICOS course. The statement will show the student's cumulative percentage attendance from course commencement until completion, and the period over which attendance and absences were recorded.

Version	Date of approval	Approved by	Amendment
1	23 March 2017	Vice Chancellor, following endorsement by Academic Council (AC16-10/1.3.1(i))	New Procedure