



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

Policy:

(ELICOS) Attendance
Monitoring – English
Language Programs

Effective: 30 May 2019

Audience: Staff and Students

Policy Category: Academic
Policy Sub-category: International
Students

Key words:	english language programs, attendance, monitoring, international students
Policy Owner:	Pro Vice Chancellor, International
Responsible Officer:	Director, Academic Enabling and Support Centre (Sydney and Fremantle)
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1 OBJECTS OF THE UNIVERSITY

The University's Objects are defined in Section 5 of its Act of Parliament:

The Objects of the University are:

- (a) the provision of university education, within a context of Catholic faith and values; and
- (b) the provision of an excellent standard of -
 - i. teaching, scholarship and research;
 - ii. training for the professions; and
 - iii. pastoral care for its students.

2 PURPOSE

- 2.1 The *Policy: (ELICOS) Attendance Monitoring – English Language Programs* (**'Policy'**) sets out the policy of the University of Notre Dame Australia (**'University'**) in relation to attendance requirements and monitoring of students enrolled in English Language Intensive Courses for Overseas Students (**'ELICOS'**).
- 2.2 This Policy must be read in conjunction with the *Procedure: (ELICOS) Attendance Monitoring – English Language Programs* (**'Procedure'**) and any other relevant regulations, policies and procedures of the University.

3 SCOPE

- 3.1 This Policy applies to all Students enrolled in ELICOS at the University and to academic and administrative Staff within the Academic Enabling and Support Centre (**'AESC'**) or with responsibilities for Student administration.

4 PRINCIPLES

- 4.1 Students enrolled in ELICOS must maintain a minimum rate of attendance of 80 per cent of scheduled Course contact hours for each study period in which they are enrolled in that Course.
- 4.2 The University is required to report to the Department of Home Affairs a Student who does not meet minimum attendance requirements of an ELICOS Course.
- 4.3 Students enrolled in ELICOS Courses may appeal a decision of the University to report them to the Department of Home Affairs in accordance with the Procedure and the *Policy: Student Appeals*.

5 ROLES AND RESPONSIBILITIES

- 5.1 The **Student** has responsibility for attending a minimum of 80 per cent of the scheduled Course contact hours for each study period in which they are enrolled in that Course.
- 5.2 The **International Student Officer (Student Administration)** is responsible for reporting a Student who does not meet the minimum attendance requirements of an ELICOS Course to the Department of Home Affairs.

6 RELATED DOCUMENTS

6.1 *Procedure: (ELICOS) Attendance Monitoring – English Language Programs*

6.2 *Policy: Student Appeals*

7 DEFINITIONS

5.1 For the purpose of this Policy, the following definitions apply:

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

ELICOS means English Language Intensive Courses for Overseas Students.

Policy means this *Policy: (ELICOS) Attendance Monitoring – English Language Programs*.

Procedure means the *Procedure: (ELICOS) 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.

Version	Date of approval	Approved by	Amendment
1	23 March 2017	Vice Chancellor, following endorsement by Academic Council (AC16-10/1.3.1(i))	Effective date – new Policy.
2	30 May 2019	PVC, I	Minor amendments – formatting to new template and updated nomenclature.