



Attendance Policy

International Students

Policy

Student attendance will be monitored to ensure that UIC facilitates the highest quality of learning possible with its students, and, at the same time, complies with relevant regulatory requirements. Students are expected to be in class 100% of the time. Students whose attendance falls below acceptable levels will trigger the attendance monitoring process and students may ultimately face exclusion as outlined in the supporting procedures.

1.0 Overview of International Student Attendance Procedure

1.1 Unique International College monitors attendance on a weekly basis and takes proactive measures to inform and counsel students at risk of not meeting satisfactory attendance levels

1.2 Satisfactory attendance levels for international students are defined as attending 80% or more of the scheduled hours for a semester

1.3 Students who have been absent for three consecutive days without approval will be contacted and issued with an Attendance Warning Letter. The letter will encourage students to discuss any issues with the Operations Manager or Chief Executive Officer

1.4 All communication between the student and the College will be recorded in the Institute's Student Management System

1.5 Students will be informed of this policy and its consequences through the following means:

- (i) Inclusion of information about the policy in enrolment application form and student contract as a part of the pre enrolment process
- (ii) Induction during the orientation program
- (iii) Thorough training of all teachers in this policy, so it can be reinforced in classes
- (iv) Inclusion in Unique International College's student handbook
- (v) Inclusion in Unique International College's web site

2.0 International Student Attendance Procedure

Student attendance will be closely monitored through the following means:

2.1 Trainer

2.1.1 The Attendance Sheet is to be collected from the attendance officer at the beginning of each day of the class

2.1.2 The Attendance sheet is to be submitted to the attendance officer at the end of each day of the class

2.1.3 The Trainer will take the roll every hour using the attendance sheet

2.1.4 A "✓" will be recorded if a student is present for that hour

2.1.6 An "A" will be used to show if a student is absent for the time segment. The sign in column should be used to show the time of arrival. E.g. arrived 8.20am and sign out column should be used to show sign out time. E.g. left 3.25pm

2.1.7 The trainer can write comments in the comments field such as medical provided etc

2.1.8 Trainer to record student's arrival time in the **Sign In** field and departure time in the **Sing Out** field

2.1.9 Trainer to sign at the end of the Attendance sheet that the information recorded in it is true and correct

2.2 Attendance Officer

2.2.6 The Admin support officer will update the attendance records in Unique International College's Student Management System at the end of each day

2.2.7 Students whose Actual attendance has fallen below 85 per cent will receive a *First Attendance Warning Letter*, either hand delivered or sent by registered post, informing them



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of the requirement to attend classes. The letter outlines student visa condition 8202 and requests the student to contact the college's Operations Manager or Chief Executive Officer immediately to explain any extenuating circumstances and provide any supporting documents for absences

2.2.8 Students whose Actual attendance has fallen below 82 per cent will receive a *Second Attendance Warning Letter* either delivered by hand or sent by registered post informing them of the requirement to attend classes. The letter outlines student visa condition 8202 and asks the student to contact the college's Operations Manager or Chief Executive Officer immediately, to explain any extenuating circumstances and provide any supporting documents for absences. This letter will also outline UIC's intention to report the student via PRISMS for breaching the attendance conditions of their student visa if attendance drops below 80%.

2.2.9 When a student is issued with an attendance warning letter, a note will be made on the class attendance sheets. Students will not be permitted back into class until they seen the relevant college representative.

2.2.10 Once a student's projected attendance drops below 80 percent the student will be issued an *Intention to Report Letter*, either delivered by hand or sent by registered post. This letter will outline UIC's intention to report the student via PRISMS for breaching the attendance conditions of the student's. The student will be informed of Unique International College's *SMP 119 Student Complaints and Appeals Procedure* and will be given 20 working days to make an appeal. During this time the student must attend all classes.

2.2.11 If student has chosen not to access the complaints and appeals processes within the 20 working days. This will result college reporting student to DIBP via PRISMS for not achieving satisfactory attendance.

2.2.12 Students whose projected attendance has fallen below 80 percent may not be reported if:

- The student is making satisfactory progress and;
- The student is attending at least 70% of the scheduled course contact hours; and
- The decision is consistent with this Policy & Procedure.

2.3 Operations Manager or CEO

2.3.6 CEO in the absence of Operations Manager will ensure that attendance has been entered accurately by the admin support officer at the end of every week

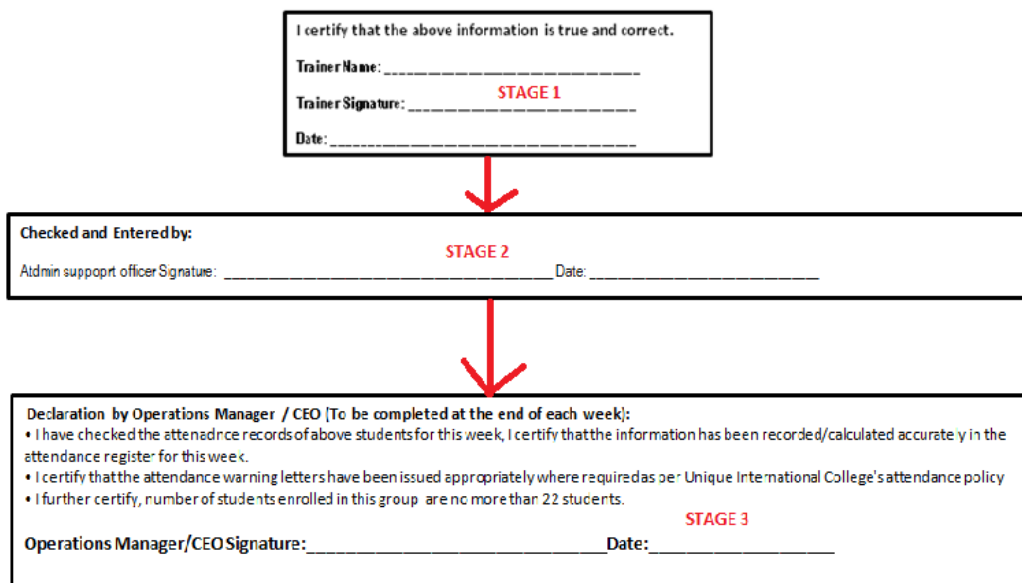
2.3.7 Operations Manager/CEO will also ensure that the attendance letters have been issued appropriately where required as per the Unique International College's attendance policy SMP120.

2.3.8 A declaration provided on attendance sheet needs to be signed by the Operations Manager/CEO at the end of every week to ensure the consistency and accuracy of the attendance recording as well as monitoring process.



3.0 Stages of Quality Checks

To ensure that UIC facilitates the utmost excellence and quality of learning and recording possible, UIC follows strict attendance checking procedure that goes through three stages of quality checks



4.0 Calculating Attendance

4.1 Student attendance is calculated using the following guidelines:

- At the commencement of each semester, each student commences with 100% attendance
- Student's attendance is calculated by dividing the total number of scheduled hours for the semester by the number of attended hours, and multiplying it by 100
- The number of scheduled hours per semester is determined by the number of weeks the semester is scheduled for. Each week is 20 hours in duration.
- A semester is defined as being 6 months of study
- Where a course is less than 6 months duration, a semester refers to the total duration of the course

4.2 Example of Attendance Calculations for Diploma of Management (Semester 1)

This example is specific for a 5 hour class (Mon-Thur 4.30pm – 9.30pm)	
1 day	
1 day has 5 hours	(1 day x 5 hours = 5 hours)
1 week	
1 week has 20 hours	(4 days x 5 hours = 20 hours)
1 semester	
1 semester has 400 hours	(20 weeks x 20 hours = 400 hours)



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Students are expected to have attended 400 hours of a total of 400 scheduled hours in a semester. If a student comes in 2hrs 15 mins late every day of a semester then the student will only have attended 2.75 hours per day, 11 hours per week (2.75 hours x 4 days) and 220 hours per semester (2.75 hours x 80 days). Total percentage for semester will be as per below:

$$\frac{220 \text{ hours}}{400 \text{ hours}} \times 100 = 55\%$$

*Please Note: The above calculations have been provided as an example of UIC's Diploma of Management, over a 20 week semester. The number of hours per semester would differ, depending on the qualification and particular semester.

Related Policies

- SMP 119 Student Complaints and Appeals Procedure

Related Forms

- SMD 123 Student Communication Record Form
- SMD 108 Intention to Report Appeal Form
- Attendance Warning Letter
- First Attendance Warning Letter
- Second Attendance Warning Letter
- Intention to Cancel Enrolment Letter
- Intention to Report Letter