



Course Progress and Attendance Policy

Purpose

Fox Education and Consultancy (“FOX”) records and monitors the academic progress of all students to assist them towards the successful completion of their course and, where necessary, directs them to the appropriate source of personal and/or academic assistance.

Scope

This policy applies to domestic and international students enrolled in all FOX courses.

Principles

The principles upon which this policy is based are that:

- students are primarily responsible for their own academic performance
- FOX will ensure that students have the necessary tools to evaluate their progress, including timely and informed feedback on all assessment tasks
- students identified as at risk of not achieving satisfactory academic progress will be advised of this status in a timely manner
- appropriate learning and other support will be provided to students identified as at risk of not achieving satisfactory academic progress.

Definitions

- **Confirmation of Enrolment (CoE):** a document issued by FOX to international students and is required for purposes of applying for a student visa. It contains information about FOX, the course in which the student has enrolled, and the duration of the course.
- **Domestic student:** a student who is an Australian citizen, a New Zealand citizen, or a holder of an Australian permanent visa (holders of all categories of permanent resident visas including Humanitarian Visas).
- **DHA:** Department of Home Affairs – the Australian Government department tasked with issuing student visas.
- **International student:** a student who is not a domestic student, and who may hold a student visa and is protected by the ESOS legislative framework.
- **Intervention strategy:** a plan of action adopted in an attempt to address and reduce the causes of academic failure of a student identified as academically at risk.
- **Progression:** the progress made by a student towards completion of their course.

Attendance at all sessions, lectures, tutorials and workshops must be regular and punctual. Holidays, part-time employment and personal appointments should be arranged so that attendance is not affected. Students are expected to provide appropriate documentation to explain all absences from classes.

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A class attendance sheet for sign on will be organised for each session (lecture, tutorial or workshop). The educator will make the class attendance sheet available at the commencement of the class and it is the student's responsibility (not the educator's) to sign the attendance sheet next to their name on arrival to confirm their attendance. Educators will not chase students for signature and students who have not signed the attendance sheet will be marked as absent. At the end of the session, the educator will complete the number of hours that each student attended the session to verify attendance and signs-off on the attendance sheet for entry into the student management system for each student. This becomes a student's record of attendance.

Failure to attend an assessment or failure to submit by a due date must have an assessment consequence, the most serious being a result of Not Competent. Where failure to attend impedes group work then it is permissible to exclude a student. Exclusion will result in a result of Unsatisfactory for the group assessment.

Students are expected to provide appropriate documentation to explain all absences from sessions:

- a) Students unable to attend a timetabled session due to illness will be required to submit an *Absence from Session or Assessment Form* and medical certificate duly completed by a registered medical practitioner to Student Services within seven (7) days of the missed session or assessment. An *Absence from Session or Assessment Form* can be downloaded from the Student Resources section of our website section of our website at www.fox.edu.au. The completed form and medical certificate should then be submitted to Administration.

- b) Students unable to submit an assessment or attend an assessment activity due to compassionate or compelling circumstances, i.e. circumstances of serious illness or misadventure beyond their control, may be eligible for special consideration. An *Application for Special Consideration Form*, with the appropriate supporting documentation attached, must be lodged with Administration within three (3) working days of the missed assessment. An *Application for Special Consideration* can be downloaded at www.fox.edu.au.

In accordance with Standard 8 of the *National Code 2018*, international students are required to achieve satisfactory academic progress during each study period in order to successfully complete their course of study within the expected duration as specified in their Confirmation of Enrolment (CoE) and the conditions of their student visa issued by the DHA.

Course progress is monitored, recorded and assessed throughout the course and as part of the formal moderation of results at the end of each study period. A series of 2 alert letters will be issued and an intervention strategy implemented if academic progress begins to decline, escalating to the School issuing a notice of intention to report where an international student is failing or not deemed competent in 50% of their units of study within a study period.

International students who do not achieve satisfactory academic progression in two consecutive study periods will be advised of FOX's intention to report the breach via PRISMS, which may result in the cancellation of their student visa.

International students should refer to the Course Completion in Expected Period policy at www.fox.edu.au for more information on the requirements of their visa to study at FOX .

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This Policy should be read in conjunction with the following:

- ◆ National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018) – Standard 8
- ◆ VET Quality Framework - SNR 15.2 and SNR16
- ◆ Course Completed in Expected Duration Policy
- ◆ Complaints and Appeals Policy

This Policy is directly supported by the following Procedure(s):

- ◆ Intervention Strategy Procedure
- ◆ *Application for Special Consideration Form*

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