



Attendance Monitoring Policy (International Students)

Purpose

The purpose of this policy is to ensure that Merage Global Institute of Technology (MGIT) systematically monitors students' compliance to attend at least 80% of the scheduled course contact hours.

It is also the intention of this policy to provide instruction to staff involved in collecting, recording and maintaining student attendance records.

Scope

The policy applies to all international students currently enrolled with MGIT.

Policy

1.0 International Student Attendance Requirements

NOTE: it is important that students understand attendance requirements for if a student fails to comply with such requirements may result in that student being reported to the relevant authorities and have consequences on student visa.

- 1.1 For better particulars as to attendance requirements for a specific course of study, students should refer to the International Student Handbook and Course Guides provided to students prior to commencement of a course. Students will also be notified of attendance requirements during International Student Orientation Day. This same information can also be found on the MGIT website.
- 1.2 Generally, at a minimum, international students have an attendance requirement of 80% of scheduled course contact hours.
- 1.3 student who do not attend class for **5 consecutive days** will be deemed as not meeting attendance requirements.
- 1.4 students who may have an attendance record that is erratic and at the time of recording of the attendance **is below 85%**, that student will be sent a reminder letter by email of attendance requirements.

2.0 Exceptions

- 2.1 MGIT will decide to not report a student who has an attendance record of at least 70% provided that absences were notified if possible prior to absences



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occurring or immediately after the absence occurred. Student will be required to submit supporting documents to support absences.

2.2 A student may also not be reported in the case of compassionate or compelling circumstances i.e. those beyond the control of the student and which have an impact upon the student's course progress or wellbeing. MGIT will always use its professional judgement in making decisions and each case will be judged on its individual merits. These circumstance could include (but are not limited to):

- serious illness or injury, where a medical certificate states that the student was unable to attend classes;
- bereavement of close family members such as parents or grandparents;
- major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the student's studies;
- A traumatic experience which has impacted on the student and which could include involvement in, or witnessing of a serious accident; and witnessing or being the victim of a serious crime. These cases should be supported by police or psychologists' reports;
- Where the registered provider was unable to offer a pre-requisite unit.

2.3 A student whose attendance sit at 70% may not be reported if the student has maintain satisfactory course progress for the term where the absences is occurring.

In such cases as described above, MGIT may approve a temporary suspension of the student's studies as per the Deferral, Suspension and Cancellation Policy.

3.0 How MGIT monitors Attendance Requirements

3.1 Each student's attendance will be regularly monitored and recorded in each study period (consists of 10 weeks or one term)

3.2 MGIT trainers will be responsible for checking and recording student attendance.



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- 3.3 In the event that student is deem to be at risk of not meeting attendance, the Trainer will complete an Intervention Request and submit the completed form to the SSO.
- 3.4 Upon receipt of the completed intervention request form, the SSO will commence sending of warning letter and invite student to see the SSO for discussion regarding their attendance matter
- 3.3 Trainers are to ensure that the attendance sheet is accurate and includes the following information: the name of the students, the unit of competency to be delivered for the week, days and time, name of Trainer, signature of trainer.
- 3.4 Trainer will ensure that each corresponding box in the attendance sheet was filled appropriately; in line with MGIT Student Management System, the student has to sign in by writing the time they report to their respective classes and sign out by writing the time they left their respective class.
- 3.5 The Admission Department will be responsible for the release of weekly attendance sheets, its' collection and recording of completed attendance in MGIT Student Management System.
- 3.6 If a scheduled class falls on a public holiday, MGIT Admission department will ensure that the actual day in attendance sheet for that week where the public holiday occurred is shaded with notification to Trainers "not to complete". In the event of a Public Holiday, MGIT will arrange for alternate class in lieu of the Public Holiday.
- 3.7 All completed attendance sheets will be recorded in MGIT Student Management System and kept stored in secure storage.

4.0 MGIT procedure for failed attendance requirements

- 4.1 Students who are at risk of not meeting the attendance requirement will be contacted by email in the first instance and subsequent warning letter notification. The final and Intention to report letter will be sent via email and by post. MGIT will assist students to meet attendance requirements by providing support services as required.
- 4.2 Students will be sent a **reminder letter; First Warning Letter** within week 3 of the current term that they are at risk of not meeting the required attendance as pointed out in point 8 and 9 in the policy statement. MGIT email of first warning and second warning will include an invitation to the student to

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respond or attend an interview with the Student Support Officer (SSO) within 10 working days from the date that the email was sent or call the SSO at 1300731939 for an appointment to see the SSO.

- 4.3** If a student's attendance continuously declines, a **Second Warning Letter** will be sent in week 6 of the current term by the SSO. The second warning letter will invite the student to come in to respond or attend an interview with the SSO within 10 working days of the date that the email was sent. The discussion mentioned in 4.2 and 4.3 will be about how MGIT can assist the student in meeting their attendance requirements.
- 4.4** If the student attendance does not improve or continuously decline, a **Final and Intention to Report Letter** will be **sent in week 1 of the next or succeeding term** and the student will be requested to attend an interview with the SSO.
- 4.5** Final warning: **intention to report** is sent to the student on Week 1 of the next or succeeding term of the study as a result of the student continually declining attendance percentage despite of intervention strategy put in place. The intention to report is the final stage where reporting to DIBP of student breaching of student visa requirements. MGIT will be required to report the student to DIBP via PRISMS and the student will receive a written notice and an email informing them of the intention to report for non-satisfactory attendance.
- 4.6** The written notice of the intention to report will also indicate to the student that they **can appeal against the decision** by accessing MGIT Complaints and Appeals process and has 20 working days in which to do so. If the student chooses to access this process, the student will not be reported until the process is complete.
- 4.7** Where a student is found to not have achieved attendance requirements, whether that student engages with MGIT appeals procedure or not, or the process is completed and results in a decision supporting MGIT's decision, MGIT is required by law to notify the Department of Education through PRISMS as to a student's attendance progress as per Standard 11.7 Part D of the National Code 2007
- 4.8** All records will be kept on the student's file and student may wish to access the records by completing and submitting MGIT Student Record Request Form, this form is also available to access on www.mgit.edu.au