Objectives

To set guidelines for monitoring the attendance of all WCI international students in order to comply with Australian Immigration regulations and to assist those students who are experiencing difficulties with their studies.

Guidelines

- The attendance of WCI international students must be supervised on a weekly basis. Any student who is absent for three or more classes should be reported to the Manager Higher Education who will discuss the matter with the student and direct them to the WCI International Office for support if required. To comply with the student attendance requirements of the Australian Immigration Department, the class attendance and progress of international students must be monitored each week.

- Any staff member who is concerned about the lack of attendance of any student is to report this immediately, in writing, to the Manager Higher Education.

- The appropriate immigration documentation is to be filled out for any international student who has not appeared in any classes by week three of the semester, or cannot be contacted after they have missed three weeks of classes, or cannot give a satisfactory explanation as to why they have failed to attend classes. The WCI International Office will then notify the Department of Immigration.

- When an international student is required to have their visa renewed, the appropriate immigration documentation is to be completed by the WCI International Office and submitted to the Immigration Department. The documentation will report instances of satisfactory attendance and academic performance and whether or not this adheres to Department of Immigration regulations.
• Notes regarding student non-attendance are to be submitted to the WCI Board of Examiners at the completion of each semester. Notes regarding student attendance will also be kept on the student’s file.

• The Board of Examiners may recommend that any student, who is consistently not attending classes or has not attended classes for more than half the semester, be withdrawn from the Associate Degree course.

**Administrative procedures**

• All students are to be notified of attendance requirements in each subject study guide and by the subject lecturer at the commencement of each semester.

• All international students will be reminded of Department of Immigration requirements on academic progress and attendance in the WCI Student Handbook and on the WCI Higher Education website.

• Attendance monitoring sheets to report any student who has ceased to attend classes, or who has missed more than three classes will be distributed to full and part-time lecturers at the beginning of each semester.

• Names of all non-attending students are to be checked by the Manager Higher Education against student withdrawals. Any student who has not attended classes is to be contacted and interviewed by the Manager Higher Education who may then direct the student to the student counsellor if necessary.

• Any international student who is absent for three classes in any subject is contacted and called in to be interviewed by the Manager Higher Education. The student will also be informed in writing that the Immigration Department is to be notified of class absence. The student is then directed to the student counsellor if necessary.

• Information regarding student non-attendance is to be noted on the student’s file and is also to be given to the WCI Board of Examiners meeting at the completion of the semester.

• Part-time staff members are to be made aware of the policy for monitoring student attendance in their WCI appointment contract.

• Any student or staff member who has queries regarding the monitoring of student attendance should consult with their Manager Higher Education.