



ACADEMIC PATHWAY PROGRAMS ATTENDANCE POLICY :  
FOUNDATION STUDIES PROGRAM – INTERNATIONAL

STUDENT 24 a7 (E) or (B) to 016 (A) 8 (T) 6.8 (IO)-2.5 (N) IONFOFOAC(1.5 (N Tw214.0

- 2.1.2. Teaching Term - refers to one term of study.
- 2.1.3. Attendance - refers to recorded attendance.
- 2.1.4. TRIM - refers to the Western Sydney University electronic document storage facility.
- 2.1.5. The College Appeal Panel - consists of at least two (2) members of The College Senior Management Team or their nominees.
- 2.1.6. The University - Western Sydney University.
- 2.1.7. The College –Western Sydney University Enterprises Pty Limited trading as Western Sydney University The College.



3.2. If an international student's projected attendance falls below 80% or they are absent for five (5) consecutive days, The College is required to report the student to the International Office at Western Sydney University.

3.3. Attendance records must be maintained for all International Foundation Studies students.

## 4. PROCEDURES

4.1. Students are informed of this attendance requirement at orientation .

### 4.2. Monitoring of Attendance

4.3. Foundation Studies Program teachers will record international student attendance as follows:

Category	Attendance Parameters	Attendance Calculations
Present	Student present for 100% of the scheduled class time	100% of scheduled class time recorded as present in attendance calculations
Partially Absent	Student attended at least 50% of the class, but were absent for some of the class time	50% of scheduled class time recorded as present in attendance calculations
Absent	Student missed more than 50% of the scheduled class time	0% of class time recorded as present in attendance calculations

4.4. Attendance records will be stored electronically.

4.5. Cumulative attendance will be made available to international students at a minimum of once per fortnight commencing week four (4) of each teaching terms. In order to maintain student privacy, student ID numbers will be used. The attendance is a percentage which represents the number of hours of classes attended and the student attending all classes up until the end of the teaching term . This will be the students 'Projected Maximum Percentage

4.6. If a student is absent from class due to illness evidenced by an original medical certificate, this certificate is TRIMMED to the student file by Academic Administration . If a student provides supporting documentation of compassionate and compelling occurrence this too is TRIMMED. Attendance records will be amended to show absence as an approved absence

4.7. Projected attendance is calculated on attendance to date and an assumption that all future classes will be met. Students will be notified via email by The College that they will be reported for non-compliance with the attendance condition of their student visa.

4.8. Students





4.11.4. Students remain eligible to maintain their enrolment at The College and the University. The student will be required to obtain a new Confirmation of Enrolment (CoE) from Student Central when they enrol in the next study term.

## 5. GUIDELINES AND REFERENCES

### 5.1. Related Legislation/Policies/Procedures

5.2. Education Services to Overseas Students (ESOS) Act 2019

5.3. Education Services to Overseas Students Regulations

5.4. National Code of Practice for Providers of Education and Training to Overseas Students (National Code 2018)

