

International Students Monitoring Course Attendance ELICOS Procedure

1. Purpose

Under ESOS National Code 2018 Standard 8, Melbourne Polytechnic is required to systematically monitor students' compliance with student visa conditions relating to attendance. Melbourne Polytechnic is required to be proactive in notifying and counselling students who are at risk of failing to meet attendance requirements. Melbourne Polytechnic must report students under Section 19 of the ESOS Act who have breached the attendance requirements.

This procedure describes the tasks and responsibilities required for Melbourne Polytechnic to implement the [International Students Academic Course Progress and Attendance Policy](#) and manage these regulatory requirements.

This procedure applies to Project Officer - International, Compliance and Welfare Officer International, ELICOS course coordinator.

2. Definitions

CoE: Confirmation of Enrolment

DHA: Department of Home Affairs

ELICOS: English Language Intensive Course for Overseas Students

International Student: As defined in the Student Enrolment, Fees and Charges Policy and Education Services for Overseas Students Act 2000 (ESOS Act); student who holds a Student Visa

3. Responsibility and Accountability

	Task	Responsibility	Notes
1.	Prior to the start of each ELICOS study period, prepare a <i>Student Attendance Spreadsheet</i> listing all international students enrolled and set the scheduled contact hours for the period of the CoE, which will then be used to record and monitor student attendance.	ELICOS Coordinator, ELICOS Administration Assistant	The Student Attendance Spreadsheet should be made available to appropriate staff through the Staff Portal.
2.	Where a student has been granted deferral of studies or a leave of absence (including late arrivals), the scheduled contacts for the student will be amended accordingly.	ELICOS Coordinator, ELICOS Administration Assistant	Refer to the International Students Deferral, Leave of Absence, Suspension and Cancellation of Enrolment Policy for the circumstances in which an international student can be granted deferral or a leave of absence.
3.	Student attendance will be recorded on class attendance rolls for all scheduled classes and will be provided to the ELICOS Administration Assistant at the end of each week.	ELICOS Teachers, ELICOS Coordinator	Where a student is absent and provides a medical certificate, a copy is to be forwarded to Compliance and Welfare Officer International

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4.	Update the <i>Student Attendance Spreadsheet</i> , and calculate the rate of attendance for each student for the length of the CoE.	ELICOS Administration Assistant	
5.	Identify students who are ' <i>at risk</i> ' of not achieving satisfactory attendance, which is where: <ul style="list-style-type: none"> • Students who have been absent for more than 5 consecutive days without approval, or • Students who are below a 90% current attendance rate. • Students who are below an 85% current attendance rate. • Students who are below an 80% current attendance rate. 	ELICOS Administration Assistant	Refer to International Students Academic Course Progress and Attendance Policy for the minimum requirements to achieve satisfactory attendance.
6.	Where a student is at risk, contact the student, advising them of the poor attendance and support services that are available to them. <ul style="list-style-type: none"> • Students who are below 90% current attendance rate receive a warning by email – first warning. • Students who are below an 85% current attendance rate receive a warning by email and are required to make an appointment with the ELICOS Coordinator – second warning. • Students who are below an 80% current attendance rate are required to make an immediate appointment with the ELICOS Coordinator. 	ELICOS Coordinator, Class Coordinator	Notify the student in writing by issuing a 'poor attendance warning letter', and forward the correspondence to Compliance and Welfare Officer International.
7.	Identify students who have not achieved satisfactory attendance, which is where the student's final attendance is, or will be, less than 80% of the scheduled course contact hours.	Compliance and Welfare Officer International	
8.	Where a student has not achieved satisfactory attendance, notify the student in writing of an intention to report for unsatisfactory attendance.	Compliance and Welfare Officer International	Notification to include details on how the student can access the complaints and appeals process and their right to appeal the decision within 20 working days.

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9.	Where the student lodges an appeal, assess the case in accordance with the International Students Academic Course Progress and Attendance Policy and determine if the appeal is successful and the student will not be withdrawn or reported to DHA for unsatisfactory course attendance.	Compliance and Welfare Officer International	The institute may chose not to report the student for unsatisfactory course attendance where: <ul style="list-style-type: none"> the student produces documentary evidence clearly demonstrating that compassionate or compelling circumstances, and the student is attending at least 70% of the scheduled course contact hours for the ELICOS course enrolled.
10.	After 20 days, if the student has not lodged an appeal that was successful, the student will be withdrawn from the institute due to student default, and reported to DHA via PRISMs in accordance with the International Students Withdrawals, Transfer and Refund Policy .	Compliance and Welfare Officer International	ELICOS Coordinator to be notified of the withdrawal and report to DHA so that they may then proceed with the process to withdraw the student from their class enrolment.

4. Supporting Documents and Templates

[International Students Academic Course Progress and Attendance Policy](#)

[International Students Deferral, Leave of Absence, Suspension and](#)

[Cancellation of Enrolment Policy](#)

[International Students Withdrawal, Transfer and Refund Policy](#)

5. Procedure Control

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