



IHM[®]
Institute of Health and Management

Attendance Policy and Procedures for on Campus Students

Purpose

The purpose of this policy is to set out the attendance requirements for overseas students.

Scope

This policy applies to all students, to whom the Education for Overseas Students Act 2000 applies.

Responsibility

Implementation of this policy is the responsibility of Course Coordinators. Attendance monitoring is governed by the Teaching and Learning Committee, which provides key attendance data to the Quality Standards and Compliance Committee.

Definitions

Attendance

Physical presence for the scheduled duration of a class or learning activity, at an educational or clinical facility

Overseas student(s)

Students to whom the Education Services for Overseas Students Act 2000 applies

Principles

Face to face attendance – Monitoring and reporting

Overseas students are required to attend a minimum of 80% of classes and 100% of the required clinical placement shifts. The Attendance Reporting Procedure set out below will apply to students who do not meet this requirement.

Working relationships between students and staff

For Lecturers to teach effectively, it is important that they interact with their students. This allows them to identify their students' individual needs, ensure that they can verify that students' academic development is genuine and provide personalised support, not only when students are struggling, but whenever there is an opportunity for improvement.

Verification of identity

Lecturers and, for clinical placements, preceptors, will be provided with photographs of each student for identification purposes. If a student attending a class does not appear, in the opinion of the Lecturer or preceptor, to match the appearance of the photograph accompanying their identity on the class roll, the Lecturer or preceptor may ask the student to provide other evidence of their identity. This may include answering questions about their enrolment and contact details, or showing photo identification.

Procedures

Monitoring of attendance

1. Students sign in at the beginning of each class on an attendance record sheet. Their signatures will be compared to the electronic version stored on their student record;

2. Students sign out at the end of each class on an attendance record sheet;
3. All lecturers report attendance to the course coordinator for each scheduled class.

Monitoring of attendance at clinical placements

1. Students sign in at the beginning of each clinical placement shift on an attendance record sheet;
2. Student signs out at the end of each clinical placement shift;
3. The attendance record sheet is retained by the student's preceptor and submitted at the end of each week of placement to the Course Coordinator;
4. The preceptor reports any absence of the student during a scheduled shift;
5. If a student cannot attend a clinical placement shift, the Course Coordinator will negotiate with the health service provider and their preceptor and attempt to arrange an additional shift to make up their placement hours. However, unless the student provides a medical certificate or statutory declaration indicating a valid reason for their absence, they may be liable for the cost of the preceptor over the makeup period;
6. Additional shifts to make up clinical placement hours will not exceed the duration of enrolment indicated on the student's CoE.

Identification and counselling of overseas students at risk of insufficient attendance

1. Where an overseas student has not attended three or more scheduled classes or clinical placement shifts, the Course Coordinator contacts the overseas student to ensure that they are aware of the attendance requirements and to offer them assistance. The assistance offered may include referral to support staff or advice;
2. Where an overseas student is absent for four or more consecutive days of classes or clinical placement shifts, a written notification is issued by the Course Coordinator. The notification includes:
 - IHM's reporting obligations and procedures;
 - The procedure for making a formal complaint or appeal about attendance;
 - Information about the support services available to help overseas students attend classes and;
 - The number of missed classes remaining before the overseas student's attendance drops below 80%, or for clinical placements, the procedure and requirements for making up the missed hours;
3. The Course Coordinator attempts to contact the overseas student to ensure they have received and understood the notification and to counsel the overseas student.

Attendance Reporting

Where an overseas student attends less than 80% of classes in a designated study period, they will be reported in accordance with the following procedure:

1. The Course Coordinator identifies that an overseas student has missed a sufficient number of classes for their attendance to fall below 80% or enough clinical placements to prevent completion during the student's enrolment period;
2. The Course Coordinator immediately informs the Student Administration and Registration Services Manager;

3. The Student Administration and Admission Services Manager issues a written notification to the overseas student using the Attendance Notification Template, which includes;
 - The intention and obligation of IHM to report the overseas student’s lack of attendance to the relevant government department;
 - The right of the overseas student to make a complaint or appeal;
 - The date by which a report will be made, allowing 20 working days for the overseas student to make a complaint or appeal;
 - The procedure by which the overseas student may make a complaint or appeal;
4. The Course Coordinator attempts to contact the overseas student by telephone or other means in order to confirm that they have received and understood the notification;
5. If the overseas student initiates the Complaints and Appeals Procedure within the designated twenty working day timeframe, their enrolment is maintained during the process;
6. If the overseas student does not initiate the Complaints and Appeals Procedure, the Student Administration and Registration Services Manager reports their attendance status using the Provider Registration and International Students Management System (PRISMS) and writes to the overseas student to inform them of this.

Supplementary Information

Related policies/procedures: Attendance Policy and Procedures for Students Undertaking Fully Online Units of Study

Clinical Placement Policy and Procedure

Benchmarking: Not applicable

Supporting research and analysis: Golding, JM 2011, 'The Role of Attendance in Lecture Classes: You Can Lead a Horse to Water...', Teaching of Psychology, vol. 38, no. 1, pp. 40-2

Grabe, M 2005, 'Voluntary use of online lecture notes: correlates of note use and note use as an alternative to class attendance', Computers & Education, vol. 44, no. 4, pp. 409-21

Kinlaw, CR, Dunlap, LL & D’Angelo, JA 2012, 'Relations between faculty use of online academic resources and student class attendance', Computers & Education, vol. 59, no. 2, pp. 167-72

Related documents: Attendance Record Sheet

Attendance Notification Template

Related legislation: ESOS Act 2000

Guidelines: Not applicable

Name of Document	Attendance Policy and Procedures for Overseas Students
Approval Committee	Board of Governors
Endorsement Committee	Internationalisation Committee Teaching and Learning Committee Academic Board
Policy Status	New

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Responsibilities for Implementation	Course Coordinators
Key Stakeholders	CEO Director of Studies Student Administration and Registration Services Manager Lecturers Preceptors Health Service Providers
Date for Next Review	22/02/2016
Policies Superseded by this Policy	Attendance Policy and Procedure

Table of Amendments

Version Number	Version Number	Authorised Officer	Amendment Details (short description)
0.1	22/10/2012		Creation of draft Policy
1.1	22/02/2013		Approval by Board of Governors

Acknowledgement

Professor Jonathan Golding - University of Kentucky (USA)