INTERNATIONAL STUDENT VISA REQUIREMENTS

The National Code 2007 stipulates that International Students maintain:

> satisfactory attendance
> satisfactory course progress

Failure to meet these requirements could result in cancellation of your student visa.

How does Holmesglen monitor my attendance?

- An Attendance Officer within your department reports your attendance to the International Centre.
- The International Centre reviews your attendance every fortnight (two weeks). Attendance is recorded for scheduled hours as per your timetable.
- Attendance is recorded as present (/) or absent (o). Where a student is persistently late for a class (more than 5 times), the teacher is to issue the student with a written warning letter which is also placed on the student file. Subsequent to the written warning letter, late arrival to that class will result in the student being marked absent for that class.

The purpose of the fortnightly attendance review is to identify the following students:

EXAMPLE 1: Students not achieving at least 80% attendance of the scheduled course contact hours for a fortnight;

Student X studying 20 weeks ELICOS from 16 July to 7 December
Number of scheduled contact hours per fortnight (8 October – 21 October 2008) = 40
Number of hours student X attended in the above fortnight = 20
Therefore, attendance % for the above fortnight = 50

Student X will receive a warning notice for unsatisfactory attendance (less than 80 %) for that fortnight
EXAMPLE 2:

Students at risk of not achieving 80% attendance of the scheduled contact hours for the current study period (semester) or course duration whichever is shorter

Student Y studying VCE from 16 July to 7 December
Number of scheduled contact hours per fortnight = 40
Number of fortnights in above study period = 10
Total number of scheduled hours for study period = 400
Total number of hours student Y attended as at the end of fortnight (10 September – 21 September 2008) = 102
Therefore, attendance % for study period ending 21 September = 25.5

Student Y will receive a notice of intent to report to DIAC for unsatisfactory attendance – Student Y unable to achieve 80% attendance for the study period ending 7 December 2008

What happens next? What should I do?

EXAMPLE 1:

ELICOS and School Sector (VCE and Foundation Studies) students will receive a warning notice. For all other courses, your unsatisfactory attendance will be noted and should this continue, you will receive a notice at end of term advising the risk and impact this may have on course progress.

Read the letter carefully as it will provide you with information.

If you feel you have been incorrectly reported, please meet with the attendance officer (VCE and Foundation Studies) or your coordinator (ELICOS) to confirm your attendance.

If you wish to make an appointment with the International Centre for assistance with this process please contact the Compliance Officer via email or telephone sreec@holmesglen.vic.edu.au or 9564 1842.

You must improve your attendance. If you are facing any difficulties (personal or course related) please make an appointment with the Compliance Officer or Student Services Counsellor. Their contact details will be provided in your warning letter.
EXAMPLE 2:

For ELICOS and School Sector (VCE and Foundation Studies) students, if at any point during a study period the attendance data reveals that you will not be able to achieve 80% of the scheduled contact hours for the study period (semester) or course duration whichever is shorter, you will receive a Notice of Intent to Report to DIAC from Holmesglen. You will be given 20 working days to access Holmesglen’s Complaints and Appeals process as per Standard 8 of the National Code 2007. You will be asked to meet with the Compliance Officer to discuss your reasons for non-attendance.

For ELICOS and School Sector (VCE and Foundation Studies) students identified in 1 above, as per Standard 11.9 - Holmesglen may only decide not to report a student for breaching the 80% attendance requirement where -

a. The student produces documentary evidence clearly demonstrating that compassionate and compelling circumstances (e.g. illness where a medical certificate states that the student is unable to attend classes) apply, and

b. Holmesglen confirms that the student is attending at least 70% of the scheduled course contact hours for the course in which he or she is enrolled.

If you do not access the Holmesglen’s Complaints & Appeals process and the 20 working days have lapsed, Holmesglen will report you to DIAC for breaching the 80% attendance requirement as per Standard 11 of the National Code 2007 for ELICOS and School courses.

You will be allowed to continue your enrolment at Holmesglen for the study period for which tuition is paid while awaiting the outcome of the internal appeal and one external appeal.

For all other courses, your unsatisfactory attendance will be noted and should this continue, you will receive a notice at end of term advising the risk and impact this may have on course progress.
What should I do if I am sick?

- If you are sick you should go to the doctor and obtain a medical certificate. (The medical certificate needs to be issued by a practising general practitioner stating the period of absence due to medical reasons).

- When you return to Holmesglen, you should take your medical certificate to the International Centre and fill out a 'Notification of non-attendance' form within ONE WEEK of the last date shown on the medical certificate. Please keep your original medical certificates in a safe place in case you need to produce them to DIAC.

- If you are going to miss exams or important classes you should also inform your teacher.

You will be marked absent for classes missed regardless of medical certificates.

Who should I talk to if I am having attendance problems?

- If you have not been attending because of difficulties of a personal nature, you should make an appointment with a counsellor at Student Services who will endeavour to assist you. Student Services is located on each campus. You may call 9564 1649 to make an appointment.

- You should also speak to your coordinator and teachers so they can help you if possible.

- If you're unsure, please come to the International Centre for help. We are able to assist you with many things but you must ASK somebody for help.