

HIIE INTERNATIONAL STUDENTS ATTENDANCE POLICY

All HIIE International Students (ELICOS) on a student visa are required to attend at least 80% of their scheduled course contact hours. If an International student course attendance falls below 80% HIIE are legally obligated to report the matter to the Department of Home Affairs (Immigration) for further action.

1. Attendance is recorded and calculated on a semester basis (2 semesters per year)
 - 14 January 2019 - 28 June 2019
 - 01 July 2018 - 13 December 2019
2. The number of recorded hourly class absences in all compulsory course activities over the period of each semester.
3. Deducted from the total scheduled contact hours for the corresponding semester
4. Converted to an attendance percentage rate.

Student's non-scheduled absences are recorded as follows

Late - 30 minutes after class commencement

During – periods longer than 30 minutes outside of any scheduled break

Leaving – 30 minutes prior to class session is due to finish

Students will be recorded as absent for the entire scheduled class session if any or all of the above occurs.

Student's absence due to illness will still be marked as absent for their scheduled course session and this will also be included in their attendance records. HIIE recommends that all students keep a copy of any medical certificates in their personal records for future reference if an internal appeals process is undertaken.

HIIE approved Deferral/Suspensions of studies will not be included in the calculations of course attendance. (*refer to Deferral, Cancellation and Exclusion in HIIE International Student Handbook*).

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HIIE MONITORING OF INTERNATIONAL STUDENT ATTENDANCE

HIIE will continuously monitor International student attendance throughout each semester of study.

HIIE will notify students in writing (via email) when their attendance record falls between 86 – 90%. This is an informal reminder of their requirements as an international student and attendance.

HIIE will notify students in writing (via email) and request the student attends a Course Progress and Attendance Counselling session when their attendance falls between 81 - 85% or if the student has had 5 consecutive absences. Students will be able to discuss any concerns they are having and/or support services they may require.

HIIE will provide to students a Notice of Intent to report to the Department of Home Affairs when their attendance falls below 80%. Students will be given the opportunity to request within 20 working days an Internal Complaints and Appeals process to be undertaken.

Once a Notice of Intent has been issued, International students who do not request for an Internal Complaints and Appeals process to be undertaken within 20 working days or do not withdraw formally from HIIE, will be reported to the Department of Home Affairs.

HIIE will issue a formal Cancellation of Enrolment.