

Attendance & Participation Policy

Purpose

This policy sets out the expectation of acceptable attendance for students of ICAT and establishes the principles and processes by which attendance will be monitored as an indicator of academic course progression to ensure compliance with the TEQSA Threshold Standards 2015, the Education Services for Overseas Students (ESOS) Act 2000 and Standard 8 of the National Code 2018.

Scope

This policy applies to all domestic and international students at ICAT and the college staff who monitor academic progression and attendance.

Related Policies

This policy should be read in conjunction with the following college policies:

- Student Support Framework
- Monitoring Academic Progression Policy
- Course Completion, Graduation, Transcripts and Testamurs Policy
- Assessment Policy
- Special Consideration Policy
- Complaints & Appeals Policy

All documents referenced in this policy can be accessed via the [Forms & Policies](#) section at the bottom of the homepage of the college website and Handbook section of the Moodle Student Portal via myicat.edu.au.

Definition of Key Terms

"Intervention Strategy" individually tailored academic skills and/or personal program to support a student with learning and/or personal difficulties to improve academic performance and/or attendance.

"Satisfactory Academic Progress" successfully completing the requirements of all required units in their course of study to achieve the qualification (award).

Principles

Scheduled classes such as lectures, tutorials, seminars, and workshops are an essential part of the program delivery at ICAT. Where students do not attend class and/or participate in the learning activities, they may not be able to meet the unit learning outcomes and requirements of their course and are at risk of failing.

Engagement with the Process

Engagement with the Process functions as the last piece of assessment for each unit delivered. Engagement with the process refers to how actively and thoughtfully a student participates in the

learning process, rather than just the end result of their work. This approach to assessment is beneficial because it provides a more holistic understanding of a student's learning journey and progress. By evaluating a student's engagement with the process, teachers can assess factors such as their work ethic, critical thinking skills, and ability to problem-solve, which are essential skills for success in many areas of life. Additionally, this type of assessment can help identify areas where a student may need additional support or guidance, enabling teachers to provide more personalized instruction to help the student succeed.

Engagement with the Process – Grading Scheme

Engagement with the Process is worth:

- 20% of your overall grade at a Level 100 unit
- 15% of your overall grade at a Level 200 unit
- 10% of your overall grade at a Level 300 unit

Absence from Class

There are three circumstances where absence from class may be approved and not counted as non-attendance:

- a) **Internship.** Where an internship activity is linked to an external event and is beyond the control of the student or ICAT; absence must be approved by the Course/Program Coordinator.
- b) **Medical.** Requires the submission of an original certificate from medical practitioner that has no personal relationship with the student.
- c) **Misadventure.** A circumstance beyond the control of the student that has prevented attendance. Evidence is required to support this absence.

If a student is unable to attend a scheduled class (or series of classes), the student is to notify Student Services of the expected duration of the absence with the required supporting evidence such as an original medical certificate within three working days of the missed class(es).

Students with continued unexplained absences from a unit will automatically be penalised with a 0% grade for their Engagement with the Process assessment. Students will be notified of this when the Office of the Registrar contacts them to alert them of non-engagement in the unit.

Students with explained or unexplained absences from the totality of a unit will automatically be penalised with a 0% grade for their Engagement with the Process assessment. They will also risk failure to fulfill the requirements of their other assessments, and on a case-by-case basis will be assessed for failure to fulfill the requirements of the unit as a whole. Some students in this circumstance will be awarded a Conceded Pass or Pass grade if they have submitted all pieces of assessment, while others will be awarded a Fail Incomplete if they have failed to submit all pieces of assessment.

Attendance, participation and engagement are vital elements of each unit, and failure to engage in these elements may result in a student's failure to fulfil all requirements of the unit and maintain adequate academic progression through their course.

Conceded Pass grades are awarded on one of two bases – academic or engagement.

CP-E	Conceded Pass [Engagement] is based on low engagement and attendance.
CP-A	Conceded Pass [Academic] is based on low grades and assessment marks

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The maximum number of Conceded Passes a student can receive for the duration of their studies is six [6].

- Once they receive one [1], in any trimester, they are placed 'at academic risk'.
- If they receive two [2] in the same trimester or consecutive trimesters, they are placed 'on academic probation' [Probation 1].
- If they receive four [4] in the same trimester or consecutive trimesters, they are placed 'on academic probation' [Probation 2].
- If a student receives five [5] they will have their enrolment suspended for one or more trimesters, at the discretion of the Program Coordinator and Director of Education. After such time they can resume their studies, but their academic history remains.
- If a student receives six [6] they will have their enrolment cancelled and will be excluded from reenrolling for a period of one academic year, or longer, at the discretion of the Director of Education.

Absence from an Assessment

Failure to attend an assessment must have a consequence, the most serious being a 'Fail' grade.

If a student is absent from an assessment due to compassionate or compelling circumstances, they may be eligible for special consideration. To apply for special consideration, students should lodge an *Application for Special Consideration Form* with the required supporting evidence to the Office of the Registrar within five working days of the missed assessment. The form can be downloaded from the Handbook section of the Moodle Student Portal via myicat.edu.au. For more information on applying for special consideration and how an application will be assessed, please refer to the college **Special Consideration Policy**.

Absence from Group Assessment

Absence can impede group work and the progress of other students in the group and/or class. Where a student's absence impedes group work then it is permissible to exclude that student.

Students in danger of being excluded from group work because of poor attendance will be asked to meet their Program Coordinator and/or the Director of Education. Failure to attend group work will result in exclusion from the group assessment and a 'Fail' grade for the absent student, in addition to any academic penalties due to absence in any units that have a minimum attendance requirement.

Late & Partial Attendance

Attendance at all classes, lectures, tutorials, and workshops should be regular and must be punctual. It is the responsibility of the student to arrive at class on time and stay for the duration.

Students who arrive for a class more than 10 minutes late may not be admitted (at the discretion of the lecturer or tutor). A student who arrives late to an examination will not be permitted to enter the examination room until reading time has ceased.

Students who only attend part of a class will be marked for that portion of the class on the roll. Any subsequent partial absences will be tallied towards total absences and will incur academic penalties accordingly.

Absence due to Planned or Unplanned Leave

Planned or unplanned leave for three weeks or less of any study period will require an *Application for Special Consideration*. Any student in these circumstances must consult the Director of Education and read the *Monitoring Academic Progression Policy*, *Special Consideration Policy* as well as complete an *Application for Special Consideration*. Provisions will then be made with consultation from the Director of Education and their unit lecturer to ensure they can continue to academically progress through their unit.

Planned or unplanned leave for four or more weeks of any study period will require the student to take a Leave of Absence or Voluntary Suspension of Study. Any student in these circumstances must consult the Director of Education and read the *Monitoring Academic Progression Policy* as well as complete an *Application to Suspend Enrolment for a Leave of Absence* form. Students who apply for this pre-census will face no academic or financial liability. However, if a student applies after the census date for that study period, they may incur financial and academic penalties. Individual circumstances will be assessed by the Office of the Registrar and the Director of Education.

International Students

The *Education Services for Overseas Students (ESOS) Act 2000* requires all international students to attend classes in accordance with college policy during their study with ICAT.

There is a strong correlation between attendance and performance. The systematic approach by ICAT to record and review attendance assists in the monitoring of course progression of our international students in accordance with Standard 8 of the *National Code 2018*. A decline in attendance will trigger a number of intervention strategies designed to assist a student to maintain satisfactory course progression. The first level of response is an Attendance Alert Letter which advises the student of their current attendance level and the impact this may have on course progression and their visa conditions should this pattern continue. Where attendance does not improve and the student is at risk of not achieving satisfactory course progression, an escalated response includes a series of Academic Progression Alert Letters and the implementation of an Intervention Strategy as per the college **Student Support Framework**.

International students who do not achieve satisfactory academic progression in two consecutive trimesters will be advised of ICAT's intention to report the breach to the Department of Education via PRISMS, which may result in the cancellation of their student visa.

Change and Version Control

Version	Date Approved	Authored by	Approved by	Description
311016	6 Dec 2016	Dean	Academic Board	Policy approved by previous ownership
061219	7 Dec 2019	Collaborative	Academic Board	Policy approved by previous ownership as part of review cycle
280423	4 May 2023	QA Manager	Academic Board	Removal of loss of marks due to attendance and integration of Engagement with the Process
04092023	6 Sep 2023	Collaborative	TLC	Conceded Pass broadened to include attendance

Policy Information

Author:	Quality & Compliance Manager
Policy owner:	Director of Education
Approved by:	Academic Board
Approval date:	4 May 2023
Status:	Approved
Next review due:	May 2028