

Qii COURSE ATTENDANCE POLICY FOR ELICOS

In accordance with the Standard 10, Part D of the National Code, all ELICOS (English Language Intensive Courses for Overseas Students) students must maintain satisfactory course attendance. ELICOS students are considered to have achieved satisfactory attendance if they attended 80% or above of scheduled course contact hours. Queensland International Institute (Qii) will implement the following measures to ensure students are well informed of their course attendance responsibilities.

Attendance Record

Teachers use class rolls to record student attendance at each scheduled class. Typically, there are three sessions in each scheduled class for student attending morning session and two sessions in each scheduled class in for the afternoon session.

Attendance records are recorded in the Student Records Management System before the next scheduled class.

If a student presents a medical certificate for absence, it is recorded as an absence with a medical certificate. A copy of the medical certificate is placed on the student's file in the Student Records Management System.

Records of all attendance handled under this procedure shall be maintained for a period of at least five years in the Student Records Management System for auditing purposes by the government and relevant accredited bodies.

Attendance Monitoring

Qii will use the following guidelines in monitoring students' attendance:

| | When the attendance fall under | Required Action |
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| First Warning | 90% | The student will be encouraged to meet with the Academic Manager. All correspondence is recorded in the Student Records Management System. |
| Second Warning | 85% | The student will be required to attend a consultation with the Academic Manager. Student will be notified that a further fall in attendance may lead to the student being reported to the Department of Border Protection/ Department of Education for breach of their student visa |

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| <p>Notice of Intention to Report</p> | <p>80%</p> | <p>The notice will outline the student's right of appeal, within 20 working days from the dates outlined in the Notice of Intention to Report.</p> <p>If the student has not lodged a formal appeal within 20 days of the date of the letter, the student will be reported to the Department of Border Protection/Department of Education via PRISMS.</p> |
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In addition, students must not be absent for more than four consecutive days without approval from the Academic Manager. If students fail to secure an approval and they miss classes for more than four consecutive days, they will be contacted to make an appointment with the Institute to discuss their attendance.

Welfare and Academic Support is available to all students including ELICOS students.

Complaints and internal review

Students who wish to appeal an action taken against them under this policy can access Qii's Complaints and Appeal Policy which is in the Student Handbook.