

Attendance Policy La Trobe University Sydney Campus

Section 1 - Background and Purpose

(1) This primary purpose of this Policy is to ensure that the Foundation Studies Programs (FSP) students are managed responsibly and in accordance with the requirements of the [Education Services for Overseas Students Act 2000](#) and the National Code of practice for Registration Authorities and Providers of Education and Training.

Section 2 - Scope

(2) This Policy applies to all Foundation Studies students holding a student visa enrolled at La Trobe University Sydney Campus.

Section 3 - Policy Statement

(3) La Trobe University Sydney Campus records the attendance of each student enrolled in its programs for 14 weeks per semester (includes exams period).

Foundation Studies Program Students

(4) In order to maintain satisfactory attendance, a student enrolled in a Foundation Studies Program must attend at least 80% of the scheduled contact hours for each semester of their program. This attendance percentage consists of a student's actual attendance in class. A student who attends at least 70% of the scheduled contact hours but achieves satisfactory academic progress, as per FSDP's academic progress policy, may also be deemed to have met the attendance requirement.

Diploma and Bachelor Program Students

(5) Attendance is also recorded for students enrolled in a Diploma or Bachelor program for each semester. While it is not generally mandatory for Diploma and Bachelor students to attend 80% of their classes, it is recognised that a positive correlation typically exists between attendance and academic success. Accordingly, attendance records may be used to assist in identifying possible causes for those Diploma and Bachelor students identified as being at academic risk.

Section 4 - Procedures

(6) Nil.

Section 5 - Definitions

(7) Nil.

Section 6 - Stakeholders

Responsibility for implementation - Foundation Studies Coordinator; and La Trobe Sydney teaching staff.

Responsibility for monitoring implementation and compliance - Pro Vice-Chancellor (International); and Deputy Vice-Chancellor (Academic).

Status and Details

Status	Current
Effective Date	1st November 2016
Review Date	19th April 2017
Approval Authority	Academic Board
Approval Date	31st October 2016
Expiry Date	To Be Advised
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