

Monitoring Course Progress, Attendance and Duration

A student will be considered to have satisfactorily completed a course if, in the Principal's view, there is sufficient evidence that the student has:

Source of Obligation

Standard 8.1 of the National Code requires the School to monitor overseas students' course progress and, where applicable, attendance for each course in which the overseas student is enrolled.

Standard 8.2 requires the expected duration of study to be specified in the overseas student's CoE and must not exceed the CRICOS registered duration.

Standard 8.3 requires the School to monitor the progress of each overseas student to ensure the overseas student is in a position to complete the course within the expected duration specified on the overseas student's CoE.

Standard 8.4 requires the School to have and implement documented policies and processes to identify, notify and assist an overseas student at risk of not meeting course progress or attendance requirements where there is evidence from the overseas

student's assessment tasks, participation in tuition activities or other indicators of academic progress that the overseas student is at risk of not meeting those requirements.

Standard 8.5 requires the School to clearly outline and inform the overseas student before they commence the course of the requirements to achieve satisfactory course progress and, where applicable, attendance in each study period.

Standard 8.6 requires that the School to have and implement a documented policy and process for monitoring and recording attendance of an overseas student, specifying:

- requirements for achieving satisfactory attendance for the course which at a minimum must be 80 per cent—or higher if specified under state or territory legislation or other regulatory requirements—of the scheduled contact hours
- the method for working out minimum attendance under this standard
- processes for recording course attendance
- details of the School's intervention strategy to identify, notify and assist overseas students who have been absent for more than five consecutive days without approval, or who are at risk of not meeting attendance

requirements before the overseas student's attendance drops below 80 per cent

- processes for determining the point at which the overseas student has failed to meet satisfactory course attendance.

Standard 8.7 requires the School to have and implement a documented policy and process for monitoring and recording course progress for the overseas student, specifying:

- requirements for achieving satisfactory course progress for the course
- processes for recording and assessing course progress
- details of the School's intervention strategy to identify, notify and assist students at risk of not meeting course progress requirements in sufficient time for those students to achieve satisfactory course progress
- processes for determining the point at which the student has failed to meet satisfactory course progress.

**Georges River
Grammar's
Policy**

It is the School's policy:

- to regularly monitor the course progress and attendance of our overseas students
- that before an overseas student commences studying at the School, we clearly outline and inform the overseas student of the requirements to achieve satisfactory course progress and attendance in each study period
- to support our overseas students so that they meet satisfactory academic progress requirements
- to record and assess the academic progress of our overseas students
- to warn any overseas students at risk of not meeting satisfactory attendance or course progress requirements
- to, in order for overseas students to meet satisfactory academic requirements, assist overseas students at risk of not meeting satisfactory academic progress
- to outline and inform overseas students before they commence at the School of the requirements to achieve satisfactory course progress and attendance in each study period.

**Monitoring
Course
Duration**

An overseas student's CoE specifies the duration of their expected course of study. To ensure that the duration of an overseas student's course of study does not exceed the period specified on the CoE the School monitors the overseas student's course progress in accordance with the processes set out in this policy to ensure that they are able to complete the course within the expected duration.

**Monitoring
Course
Attendance**

The School monitors overseas students' course attendance by regularly analysing our attendance register to assess whether our students meet the minimum attendance requirement of 80 per cent of the scheduled contact hours.

The School monitors our overseas students' attendance by:

- implementing an intervention strategy for overseas students who do not meet minimum attendance requirements.

If an overseas student does not attend school for more than five consecutive days without approval, or is at risk of not meeting attendance requirements, the School may decide to implement an intervention strategy before the overseas student's attendance drops below 80 per cent. For more on our intervention strategies, refer to our [Unsatisfactory Course Progress or Attendance Policy](#) and [Overseas Student Intervention Strategy Policy](#).

If an overseas student does not meet, the minimum attendance requirements, the School requires the overseas student to liaise with School support staff to maintain an attendance plan. Refer to our [Unsatisfactory Course Progress or Attendance Policy](#) and [Overseas Student Intervention Strategy Policy](#).

**Monitoring
Course
Progress**

The School monitors overseas students' course progress by regularly assessing our overseas students.

Course progress is assessed every six months.

**Source of
Obligation**

Standard 8.13 of the National Code requires that where the School has assessed the overseas student as not meeting course progress or attendance requirements, the School must give the overseas student a written notice as soon as practicable which:

- notifies the overseas student that the School intends to report the overseas student for unsatisfactory course
- progress or unsatisfactory course attendance informs the overseas student of the reasons for the intention to report
- advises the overseas student of their right to access the School's complaints and appeals process, in accordance with Standard 10 (Complaints and appeals), within 20 working days.

PRISMS in accordance with section 19(2) of the ESOS Act if:

- the internal and external complaints processes have been completed and the decision or recommendation supports the registered provider; or
- the overseas student has chosen not to access the internal complaints and appeals process within the 20-working day period; or
- the overseas student has chosen not to access the external complaints and appeals process; or

- the overseas student withdraws from the internal or external appeals processes by notifying the School in writing.

Standard 8.15 states that the School may decide not to report the overseas student for breaching the attendance requirements if the overseas student is still attending at least 70 per cent of the scheduled course contact hours and the overseas student provides genuine evidence demonstrating that Compassionate or compelling circumstances apply.

Standard 8.16 requires that the School must not extend the duration of the overseas student's enrolment if the overseas student is unable to complete the course within the expected duration, unless:

- there are compassionate or compelling circumstances, as assessed by the School on the basis of demonstrable evidence;

or

- the School has implemented, or is in the process of implementing, an intervention strategy for the overseas student
- because the overseas student is at risk of not meeting course progress requirements; or
- an approved deferral or suspension of the overseas student's enrolment has occurred under Standard 9 (Deferring, suspending or cancelling the overseas student's enrolment).

Standard 8.17 requires that if the School extends the duration of the student's enrolment, the School must advise the student to contact the Department of Home Affairs to seek advice on any potential impacts on their visa, including the need to obtain a new visa.

Georges River Grammar's Policy

It is the School's policy to make all reports as required by the National Code and ESOS Act. Before making a report the School will follow the procedures in this policy.

Student has not met requirements

Where the School has assessed the overseas student as not meeting course progress or attendance requirements, the School will notify the student and their parent/guardian in writing.

Exception to Reporting

The School may decide not to report the overseas student for breaching the attendance requirements if the overseas student is still attending at least 70 per cent of the scheduled course contact hours and if the overseas student provides genuine evidence demonstrating that compassionate or compelling circumstances apply.

Compassionate and Compelling Circumstances

The School will consider the following as compassionate and compelling circumstances:

- medical illness or injury of the overseas student or overseas student's close relative which requires hospitalisation or impedes activities of daily living

- a mental health condition of the student or a student's close relative that results in hospitalisation or functional impairment
- death of a close relative
- adverse experience that has impacted on the overseas student which could include:
 - being a witness to or victim of a serious accident
 - being a witness to or victim of a crime, natural disaster, or terrorism event
- major political upheaval or natural disaster in the overseas student's home country which requires immediate emergency travel
- inability to begin study in a program on the agreed starting date due to a delay in receiving the student's visa
- other compassionate or compelling circumstances at the discretion of the School.

Suitable evidence of Compassionate and Compelling Circumstances

In order for the School to grant the overseas student an extension or suspension of the School's course on the grounds of compassionate and compelling circumstances, the overseas student must provide the School with suitable evidence to prove compassionate and compelling circumstances. This may include:

- a medical certificate
- a note from a medical doctor
- death certificate (when possible).

Extending Course Duration

The School may decide to extend the overseas student's course duration for the following reasons:

- compassionate or compelling circumstances
- implementation of an intervention strategy for unsatisfactory course progress or attendance, or
- an approved deferral or suspension as detailed in the School [Deferring, Suspending or Cancelling an Overseas Student's Enrolment Policy](#).

If the School extends the duration of the overseas student's enrolment as a result of unsatisfactory course progress or attendance, the School must advise the student to contact the Department of Home Affairs to seek advice on any potential impacts on their overseas student visa.

Updating PRISMS

The School must report via PRISMS any student who has not met course progress requirements.

Before such a report the School will have:

- implemented an intervention strategy (refer to our [Overseas Student Intervention Strategy Policy](#));
- notified the student and their parents/guardians in writing of the School's intention to report them; and

- allowed the student 20 working days to avail themselves of the School's complaints and appeals process. Refer to our [Overseas Students Complaints Handling Policy](#).

Where:

- the student has chosen not to access the complaints and appeals processes within the 20 working days; or
- the student withdraws from the process; or
- the process is completed and results in a decision that supports the School,

the School must report the student via PRISMS for not achieving satisfactory course progress.

Refer to [PRISMS Maintenance Obligations](#).

Record Keeping

The School maintains evidence of compliance with this policy by maintaining records of notifications and actions taken in accordance with this policy. Records will be maintained in accordance with our [Overseas Students Records Management and Retention Policy](#).