

International Student Course Progression and Attendance Policy and Procedures

Policy Overview

SGSCC is committed to ensuring that international students maintain satisfactory course progress and attendance, in compliance with the Education Services for Overseas Students (ESOS) Act 2000 and the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018).

This policy establishes the standards and processes for monitoring, recording, and reporting student progress and attendance, ensuring students meet visa requirements while receiving the necessary academic support.

Purpose and Rationale

The purpose of this policy is to:

- Ensure international students meet the required course progression and attendance requirements.
- Comply with Standard 8 (Overseas student visa requirements) and Standard 10 (Monitoring course progress) of the National Code 2018.
- Provide support to students at risk of failing to meet academic and attendance requirements.
- Outline intervention strategies to help students succeed.
- Ensure compliance with reporting obligations through PRISMS (Provider Registration and International Student Management System) for students who do not meet requirements.

Procedures and Implementation

1. Course Progression Requirements

International students must:

- Maintain satisfactory academic progress by successfully completing at least **50% of units** in a given study period.
- Submit assessments and attend required learning activities.
- Engage with academic support services when needed.

SGSCC defines unsatisfactory course progress as:

1. Failure to pass at least 50% of units in a study period.
2. Repeated failure in the same unit.

3. Lack of engagement in learning activities.

2. Attendance Requirements

International students must:

- Maintain a minimum attendance of 80% in each study period.
- Attend all scheduled classes and participate actively in coursework.
- Provide valid documentation for absences (e.g., medical certificates).

SGSCC records student attendance daily. If a student's attendance falls below 90%, they receive an attendance warning.

A student is considered at risk if their projected attendance drops below 80% and will be required to attend an intervention meeting.

3. Monitoring and Intervention

Early Intervention Strategies

- Academic Support: Students struggling with coursework will be offered tutoring or additional learning support.
- Attendance Support: Students with low attendance will receive reminders and be encouraged to improve participation.

Formal Intervention Process

Step 1- First Warning Notification

- Issued if a student fails to meet 90% attendance or shows early signs of academic struggle.
- The student is advised to seek support.

Step 2 - Second Warning Notification

- Issued if attendance drops below 85% or the student fails to pass 50% of their units.
- A formal Intervention Meeting is scheduled.

Step 3- Final Warning and Intention to Report

- If a student's attendance falls below 80% or they fail to improve academically after intervention, a Notice of Intention to Report is issued.
- The student has 20 working days to appeal the decision.

Step 4 - Reporting to PRISMS

- If no appeal is lodged or the appeal is unsuccessful, SGSCC will report the student's breach to the Department of Home Affairs via PRISMS.

4. Appeals and Complaints

Students have the right to appeal any decision related to course progression or attendance breaches.

Appeal Process:

1. Submit a Formal Appeal Form within 20 working days of receiving a notice.
2. The Appeals Committee reviews the case within 10 business days.

SGSCC - St George & Sutherland Community College Inc.

127-129 Sutherland Road Jannali, NSW 2226

P: 02 9528 3344 • E: enquiries@sgscc.edu.au • W: sgscc.edu.au

RTO: 7091 • CRICOS Provider No: 03122K • NDIS Registered Provider: 4050004600 • ABN: 89 753 440 576

3. The student receives a written notification of the outcome.
4. If dissatisfied, the student can escalate the appeal to an external body such as the NSW Ombudsman or the Administrative Appeals Tribunal (AAT).

During the appeal process, the student remains enrolled unless the matter involves a serious visa breach.

Applicability and Responsibilities

This policy applies to:

- All international students enrolled at SGSCC.
- SGSCC academic and student services staff responsible for student progression and attendance monitoring.

Responsibilities

Role	Responsibilities
International Students	Maintain satisfactory academic progress and attendance. Seek support when needed.
SGSCC Trainers and Assessors	Monitor student progress and attendance. Provide support where required.
Student Services Team	Issue warning letters and manage intervention processes. Maintain attendance records.
SGSCC Management	Ensure compliance with ESOS and National Code regulations. Oversee reporting to PRISMS.

References

This policy aligns with:

- Education Services for Overseas Students (ESOS) Act 2000
- National Code of Practice for Providers of Education and Training to Overseas Students 2018 (Standard 8 and Standard 10)
- Migration Act 1958 and Migration Regulations 1994
- Work Health and Safety Act 2011
- Privacy Act 1988