

International Student VISA Requirements

The National Code 2007 stipulate that international students maintain

satisfactory attendance and achieve

satisfactory course progress each study period.

Failure to meet these requirements could result in cancellation of your student visa.

How does Holmesglen Monitor my Attendance?

1. An Attendance Officer within your department reports your attendance to the International Centre.
2. The International Centre reviews your attendance **every fortnight (two weeks)**. Attendance is recorded for scheduled hours as per your timetable.
3. Attendance is recorded as present (/) or absent (o). Where a student is persistently late for a class (more than 5 times), the teacher is to issue the student with a written warning letter which is also placed on the student file. Subsequent to the written warning letter, late arrival to that class will result in the student being marked absent for that class.

The purpose of the fortnightly attendance review is to identify the following students:

Example 1: Students not achieving at least 80% attendance of the scheduled course contact hours for a fortnight;

Student X studying 20 weeks ELICOS from 16 July to 7 December
No. of scheduled contact hours per fortnight (8 October – 21 October 2007) = 40

No. of hours student X attended in the above fortnight = 20

Therefore, attendance % for the above fortnight = 50

Student X will receive a warning notice for unsatisfactory attendance (less than 80 %) for that fortnight

Example 2: Students at risk of not achieving 80% attendance of the scheduled contact hours for the current study period (semester) or course duration whichever is shorter

Student Y studying VCE from 16 July to 7 December

No. of scheduled contact hours per fortnight = 40

No. of fortnights in above study period = 10

Total no. of scheduled hours for study period = 400

Total no. of hours student Y attended as at the end of fortnight (10 September – 21 September 2007) = 102

Therefore, attendance % for study period ending 21 September = 25.5

Student Y will receive a notice of intent to report to DIAC for unsatisfactory attendance – Student Y unable to achieve 80% attendance for the study period ending 7 December 2007

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What happens next? What should I do?

Example 1:

- 1. ELICOS and School Sector (VCE and Foundation Studies) students will receive a warning notice. For all other courses, your unsatisfactory attendance will be noted and should this continue, you will receive a notice at end of term advising the risk and impact this may have on course progress.**
- 2. Read the letter carefully** as it will provide you with information.
3. If you feel you have been incorrectly reported, please meet with the **attendance officer (VCE and Foundation Studies) or your coordinator (ELICOS)** to confirm your attendance.
4. If you wish to make an appointment with the International Centre for assistance with this process please contact the Compliance Officer via email or telephone sreec@holmesglen.vic.edu.au or 9564 1842.
5. You must improve your attendance. If you are facing any difficulties (personal or course related) please make an appointment with the Compliance Officer or Student Services Counsellor. Their contact details will be provided in your warning letter.

Example 2:

- 1. For ELICOS and School Sector (VCE and Foundation Studies) students**, if at any point during a study period the attendance data reveals that you will not be able to achieve 80% of the scheduled contact hours for the study period (semester) or course duration whichever is shorter, you will receive a Notice of Intent to Report to DIAC from Holmesglen. You will be given 20 working days to access Holmesglen Institute's Complaints and Appeals process as per Standard 8 of the National Code 2007. You will be asked to meet with the Compliance Officer to discuss your reasons for non-attendance.
2. For ELICOS and School Sector (VCE and Foundation Studies) students identified in 1. above, as per Standard 11.9 – Holmesglen Institute may only decide not to report a student for breaching the 80% attendance requirement where –
 - a. The student produces documentary evidence clearly demonstrating that compassionate and compelling circumstances (e.g. illness where a medical certificate states that the student is unable to attend classes) apply, and
 - b. Holmesglen confirms that the student is attending at least 70 % of the scheduled course contact hours for the course in which he or she is enrolled.
3. If you do not access the Institute's Complaints & Appeals process and the 20 days have lapsed, Holmesglen will report you to DIAC for breaching the 80% attendance requirement as per Standard 11 of the National Code 2007 for ELICOS and School courses.
4. You will be allowed to continue your enrolment at Holmesglen for the study period for which tuition is paid while awaiting the outcome of the internal appeal and one external appeal.
- 5. For all other courses, your unsatisfactory attendance will be noted and should this continue, you will receive a notice at end of term advising the risk and impact this may have on course progress.**

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What should I do if I am sick?

1. If you are sick you should go to the doctor and obtain a medical certificate. (The medical certificate needs to be issued by a practising general practitioner stating the period of absence due to medical reasons).
2. When you return to Holmesglen, you should take your medical certificate to the International Centre and fill out a '**Notification of non-attendance**' form within **ONE WEEK** of the last date shown on the medical certificate. Please keep your original medical certificates in a safe place in case you need to produce them to DIAC.
3. If you are going to miss exams or important classes you should also inform your teacher.

You will be marked absent for classes missed regardless of medical certificates.

Who should I talk to if I am having attendance problems?

1. If you have not been attending because of difficulties of a personal nature, you should make an appointment with a counsellor at Student Services who will endeavour to assist you. **Student Services** is located on each campus. You may call *9564 1649 to make an appointment.*
2. You should also speak to your coordinator and teachers so they can help you if possible.
3. If you're unsure, please come to the International Centre for help. We are able to assist you with many things but you must **ASK** somebody for help.

What should I do if I know I will not be attending class?

If you know that you will not be attending classes during the study period you should contact the International Centre to arrange an appointment with the Manager, International Centre or the Compliance Officer. Subsequent to your meeting and providing documented evidence supporting circumstances/reasons for seeking suspension or cancellation of enrolment you will be required to complete and submit an **Application for Suspending or Cancelling Enrolment** form.

Reasons for Suspending your enrolment are limited to extenuating circumstances such as:

- Personal illness (eg. You are going into hospital)
- Bereavement (death to an **immediate** member of family)
- Serious Illness to an **immediate** member of family

Evidence will be requested prior to approval of your **Application for Suspending or Cancelling Enrolment form.**

What should I do if I have to return home?

If you need to return home and can't complete the study period, come to the International Centre to officially withdraw. We will provide advice on the steps to take, your eligibility for claiming a refund and whether you may defer your study until the following study period. If you **stop attending but don't withdraw you will be marked absent** and could be reported to DIAC.

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What will happen if I do not achieve **SATISFACTORY COURSE PROGRESS**?

What is the Course Progress Review Process?

One of your student visa conditions is maintaining satisfactory course progress. Holmesglen Institute implements the **DEST-DIAC Course Progress Policy and Procedures**. Under the DEST-DIAC Course Progress Policy, a student has made unsatisfactory progress if the student has not successfully completed or demonstrated competency in at least 50% of the course requirements in a study period. A study period at Holmesglen Institute is considered a semester of not more than six months in duration or the course duration if this is shorter.

Holmesglen Institute's International Centre Course Progress Review aims to identify any reasons for your inability to satisfy the course progress requirements and to put in place any intervention strategies. This process endeavours to capture any difficulties you may have been experiencing with your study and includes:

- verifying enrolment and results details
- discussions with your teachers, course co-ordinator, student services staff, you and your welfare carer (as appropriate)
- reviewing your course choice and its suitability to your interests and abilities, and
- any personal difficulties that may have affected the outcome of this study period's results

What Happens Next?

After the Course Progress Review appointment, Holmesglen Institute will decide whether your course progress was impacted given the circumstances that are discussed at the appointment. If you do not attend the appointment and fail to submit the Course Progress Review form outlining your circumstances and attaching evidence that supports your case, a decision will be made in your absence and on the basis of information available at that time.

Possible outcomes could include:

1. Continued opportunity to study at Holmesglen Institute in your current course of study however, instigating the need to re-enrol in failed subjects and/or agreed support mechanisms to aid your continued studies or,
2. Continued opportunity to study at Holmesglen Institute however, in an alternative course of study that best suits your needs and abilities, or
3. If you have been identified as failing to make satisfactory course progress in two (2) consecutive study periods of a course you will be reported to DIAC under section 19 of the ESOS Act for breaching course progress requirements.
4. Prior to reporting to DIAC, you will be issued with a Notice of Intent to Report to DIAC and will be given 20 working days to access Holmesglen Institute's Complaints and Appeals process as per Standard 8 of the National Code 2007.
5. You will be allowed to continue your enrolment at Holmesglen for the study period for which tuition is paid while awaiting the outcome of the internal appeal and one external appeal.

Who should I inform if I change my address?

If you change your address, you **MUST** complete a '**Personal Details Amendment**' form which can be obtained from, and returned to, either the **International Centre or Student Records Office**.

Do not forget that if you are going home for the holidays or leaving Holmesglen, your contact details need to be updated with your most current address.

Help is available To access the National Code 2007 or a description of the ESOS framework for students, go to www.aei.dest.gov.au/ESOS