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Related documents	<i>Assessment and Grading Policy and Procedures</i> <i>Student Grievance and Resolution Policy and Procedures</i> <i>Higher Education Standards Framework (Threshold Standards) 2015</i> <i>Tertiary Education Quality and Standards Agency Act 2015 (TEQSA Act)</i> <i>*as amended from time to time</i>

## 1 Purpose

This documents Analytics Institute of Australia (AIA) policy about the expected involvement of students in virtual and on campus academic activities.

## 2 Scope

This policy applies to all higher education coursework students irrespective of whether their mode of enrolment is on campus or distance.

## 3 Definitions

- **Attendance:** student involvement in structured learning activities associated with a unit, irrespective of the mode in which the learning activity is delivered.
- **Non-genuine student:** a student who is not appropriately engaged in the learning activities and assessment tasks in their course of study. This applies to all students, whether they have a domestic or international status, and whether studying on campus or by mixed or distance mode.
- **Learning engagement:** student participation in the on-campus and/or online activities associated with a unit, designed to meet the unit learning outcomes, and in line with the unit structure, timeline and deadlines.
- **On campus academic activities:** the structured academic sessions in a unit which require a student to attend face-to-face or professional experience activities such as lectures, tutorials, laboratory classes, skill-based classes or professional experience etc.
- **Student at risk:** a student who is not satisfying the requirements of their academic program, whether due to deliberate actions of non-engagement (e.g. failure to submit assessment tasks, absence from required classes sessions without good reason) or circumstances beyond their control (e.g. illness) is deemed to be at risk.
- **Virtual academic activities:** the structured online learning activities in a unit in which a student is enrolled.

## 4 Responsibilities

### Students

- a. Students have a responsibility to organise their study program and to take learning engagement seriously.
- b. Students are expected to be regular and punctual in attendance at all classes in face-to-face units in which they are enrolled, and/or to regularly engage in online activities.
- c. Students are expected to engage in the learning activities and assessment tasks outlined in the units in which they are enrolled by the deadlines published in the unit outline and information.
- d. It is the student's responsibility to read the unit outline before the unit commences to ensure that they are familiar with any specific attendance requirements for that unit.
- e. Students are expected to be 'genuine students' and if at any time they are deemed not to be, they may be required to meet with the course convenor in regard to their learning engagement and to show cause why they should not be administratively withdrawn from the relevant unit/s or course. If the outcome is discontinued enrolment and it occurs after the relevant census date the student will still be liable for the tuition fees for enrolled units in that teaching period.
- f. In the case of absence or lack of learning engagement due to illness or for some other unavoidable cause, students may need to apply for an extension consistent with the *Assessment and Grading Policy and Procedures*, or where withdrawal from a unit is required, consideration for special circumstances in line with the *Fees, Charges and Refund Policy*.

### Unit Convenors

- a. The Unit convenor must keep attendance records for all classes.
- b. Unit convenor will monitor student engagement in order to identify students at risk and may use methods such as checking the activity of students on the LMS, students meeting assessment task submission deadlines, or keeping class rolls.
- c. Unit Convenor will report, in writing, to the relevant course convenor the names of any students deemed to be at risk, evidenced by failing to engage in learning activities and/or submit assessment tasks by the due date/s, as soon as it is evident. Supporting evidence is to be submitted with the report.

### Course Convenors

- a. Course Convenors will request students who are reported to them as deemed to be at risk to meet with them to discuss their learning engagement and any circumstances which may be impacting their ability to give appropriate focus to their learning and assessment activities. As much as possible this will occur prior to

census date so that where it is determined a student should voluntarily withdraw or be administratively discontinued, the process can occur before liability for tuition fees is incurred.

- b. If, following the interview process, an at-risk student is deemed to be non-genuine, evidenced by failure to:
- engage with the learning activities for a unit;
  - attend required class sessions;
  - participate in online forums/activities; and/or
  - submit assessment tasks
  - meet with the course convenor when requested

without providing official supporting documentation that there is a genuine reason for their non-engagement, the course convenor will require them to show cause, within 5 academic days, why they should not be administratively withdrawn from the relevant unit/s or course.

- c. Where, following submission of a show cause letter, a course convenor determines a student should be administratively discontinued due to non-engagement with academic activities without good reason, a written report with evidence is to be submitted to the Registrar with a request to administratively discontinue the student. If the show cause letter is not submitted within 5 academic days as requested, the Registrar will be requested to administratively discontinue the student from the relevant unit/s or course.
- d. Course convenors will report to the next Learning and Teaching Committee for recording in the minutes, the names and ID numbers of students who were deemed to be non-genuine and who voluntarily withdrew or were reported to the Registrar to be administratively discontinued.

### **Registrar**

- a. The Registrar will arrange for the enrolment of students, reported by Course Convenors as being non-genuine, to be administratively discontinued if the student has not voluntarily withdrawn.
- b. A report of students deemed to be non-genuine and administratively discontinued as a result will be submitted by the Registrar to Academic Board each trimester.

## **5 Attendance Regulations**

NOTE: Students on an international student visa have a visa condition that they must attend more than 80% of classes or have their student visa cancelled.”

- a. Marks are not awarded for attendance.
- b. Attendance at lectures and other structured learning activities is recommended. Students have responsibility to organise their study timetable and it is important that they take attendance seriously. Students may be able to access the materials they need to pass a unit of work online, but this does in no way negate the need to attend timetabled classes and other organised learning activities.

- c. Compulsory or minimum levels of attendance may be prescribed for any professional experience or community experience program, or any practical, skill-based classes, or tutorial sessions in which attendance is integral to achievement of the learning outcomes of the unit.
- d. Where compulsory or minimum levels of attendance are prescribed the attendance requirements must be clearly stated in the Unit Outlines, together with the reasons why attendance is required, the consequences of not meeting those requirements and the procedures to be followed should a student fail to attend any required class(es) due to illness and/or personal circumstances beyond their control.

## 6 Appeals Process

- Students whose enrolment has been discontinued because they have been deemed by AIA to be non-genuine, and who believe this decision has been made in error, may lodge an appeal under *AIA Student Grievance and Resolution Policy and Procedures*.
- International students whose enrolment has been discontinued because they have been deemed by AIA to be non-genuine, and who have not lodged an appeal under the policy within a period of 20 working days, will be reported to Department of Home Affairs as being in breach of their student visa.

### Version history

Version	Approved by	Approval Date	Details
V 1.0	Academic Board	16/11/2020	

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