

STUDENT PARTICIPATION AND ATTENDANCE POLICY

Document Name	ACAP_1_A_POL_Student_Participation_181012	
Date of Next Review	28 September 2018	
Approved by	Academic Board	28 September 2015
Responsible Person	Dean	
Related Documents	Academic Misconduct Policy; Academic Integrity Statement; Assessment Policy; Course Progression Policy for International Students; Course Progression Policy for Domestic Students	
References and Legislation	Tertiary Education Quality and Standards (TEQSA) Act 2011 (Cth); Higher Education Standards Framework (Threshold Standards) 2015; Education Services for Overseas Students Act 2000 (Cth); Education Services for Overseas Students Regulations 2001; National Vocational Education and Training Regulator Act 2011; Migration Act 1958 (Cth); National Code of Practice for Providers of Education and Training to Overseas Students 2018; the Higher Education Support Act 2003 (Cth); Privacy Act 1988 (Cth)	

1. Purpose:

This policy statement outlines the College’s policy concerning requirements for student participation in learning activities, including attendance at classes.

2. Scope:

This policy applies to all of the College’s courses, students, and academic and business units.

3. Definitions:

Term	Definition
<i>Academic staff / teaching staff</i>	Permanent and casual employees engaged in teaching and assessment of courses at the institution.
<i>Attendance</i>	Refers to presence in on-campus or online learning environments, as stipulated in the conditions required to achieve the learning outcomes for each unit of study.
<i>College (the)</i>	The Australian College of Applied Psychology.
<i>International student/ Overseas student</i>	A student required to hold a student visa for study in Australia. International students are required to maintain a full-time on-campus study load each trimester and a minimum 80% class attendance and participation for the units they are enrolled in over each trimester of study, unless a variation to this requirement has been prior approved by the College consistent with College policy and regulatory requirements. International students may enrol in online units during their studies, however they must be enrolled in at least one on-campus unit each trimester, and can study a maximum of 33 per cent of their total course online.

Term	Definition
<i>Participation</i>	Engagement with the full range of learning activities, including attendance, at classes that have been designed to ensure students are provided with opportunities to demonstrate that they have achieved the learning outcomes specified for each unit of study. The nature and combination of participation requirements may vary from unit to unit and between on-campus, blended and online versions of the same unit.
<i>Unit</i>	A unit of study in a higher education course or a unit of study, module and/or unit of competency in a vocational education and training course.

4. Policy:

Participation expectations and requirements for each unit of study are set out by disciplines according to the specific conditions approved for the accreditation of each course. Participation requirements may include attendance at on-campus and online classes where appropriate.

4.1 Principles

ACAP recognises its responsibility to create the conditions under which all students have the opportunity to achieve the learning outcomes associated for each of its awards irrespective of the mode of delivery involved.

ACAP recognises its responsibility for clear communication of participation requirements, including attendance, to prospective and current students, in course guides and unit outlines as appropriate.

When students do not participate in the learning activities that have been designed for their course, they may not be able to meet the intended learning outcomes for their course and are at risk of failure.

Participation requirements, including attendance, must be consistent with the conditions approved by professional and regulatory bodies for the delivery of each award and with the College's compliance obligations, including those of the Education Services for Overseas Students (ESOS) Act 2000.

The College is proactive in notifying and counselling students who are at risk of failing to meet participation and attendance requirements, including international students who are at risk of failing to meet student visa conditions relating to course attendance and progression. The College will report international students who have breached the attendance and progression requirements under Section 19(2) of the ESOS Act 2000 in accord with College International Student Course Progression Policy.

Participation requirements are designed to ensure comparability of workload between students enrolled in on-campus, blended and online delivery modes of the same award.

4.2 Responsibilities

The Dean (or designate) is responsible for ensuring the College maintains and implements appropriate policy and procedures for identifying and notifying domestic and international students who are at risk of failing to meet course participation, attendance and related progression requirements for each course.

The Director of Operations is responsible for ensuring appropriate implementation of College policy and procedures related to identifying and notifying domestic and international students who are at risk

of failing to meet course participation, attendance and related progression requirements for each course.

Chairs of Discipline (or designates) are responsible for ensuring that participation and attendance requirements for each award are:

- In accordance with the specific conditions approved for the accreditation of each courses
- Commensurate with the employment requirements of relevant professions and their professional association
- Equivalent in workload demands for students studying in on-campus, blended and online delivery modes
- Communicated clearly to all students in unit outlines
- Monitored in accordance with regulatory obligations
- Supported by measures to identify, support and, if necessary, discipline students who not meet requirements.

Students are responsible for ensuring that they maximise the learning opportunities, resources and experiences provided for each award.

5. Document Management Control

Date	Summary of Changes	Author
28/09/2015	Initial approval	Dean
25/01/2016	Minor template technical amendments	Dean
30/06/2017	Administrative update to business and academic titles and roles	Dean
12/10/2018	Change of template	VET Compliance Manager