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### Source of Obligation

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

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

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

Standard 8.4 requires the College to have and implement documented policies and processes to identify, notify and assist an international student at risk of not meeting course progress or attendance requirements where there is evidence from the international student's assessment tasks, participation in tuition activities or other indicators of academic progress that the international student is at risk of not meeting those requirements.

Standard 8.5 requires the College to clearly outline and inform the international 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 College to have and implement a documented policy and process for monitoring and recording attendance of an international 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 College's intervention strategy to identify, notify and assist international 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 international student's attendance drops below 80 per cent
- processes for determining the point at which the international student has failed to meet satisfactory course attendance.

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

- requirements for achieving satisfactory course progress for the course
  - processes for recording and assessing course progress
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## Monitoring Course Progress, Attendance and Duration Policy

CRICOS Provider Name: Christian Resource Ministries Incorporated | Provider Code: 01894D  
Primary Years P – 6 Course Code: 030389C | Secondary Years 7 – 12 Code: 046659K

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- details of the College’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.

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### Christway College’s Policy

It is the College’s policy to:

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

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### Monitoring Course Duration

An international student’s CoE specifies the duration of their expected course of study. To ensure that the duration of an international student’s course of study does not exceed the period specified on the CoE the College monitors the international 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.

The College 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 registered provider on the basis of demonstrable evidence
  - the College 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.
  - 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).
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In the event that the College extends the duration of the student's enrolment, the College must advise the student to contact Immigration to seek advice on any potential impacts on their visa, including the need to obtain a new visa.

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### Monitoring Course Attendance

The College monitors international 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 College monitors our international students' attendance by:

- taking the class roll twice per day for Years Prep to Year 6 and at the start of each period for Years 7 to 12 and recording it in **Compass**, including the date and time of class
- Recording if the student is present, absent or late
- Recording the reason for the absence/lateness
- Attendance data is reviewed weekly by the classroom teacher (Primary) or the homeroom teacher (Secondary)
- Weekly, the classroom teacher (Primary) or the Home room teacher (Secondary) will monitor overseas students' attendance records, and if it fails to meet the Course Attendance Requirements, they will inform the Head of subschool and contact the students' parents to discuss and provide appropriate support strategies.
- implementing an intervention strategy for international students who do not meet minimum attendance requirements ie absent for more than five consecutive days without approval and/or attendance falls below 85% (early warning threshold).
- Attendance is calculated based on timetabled contact hours for the entire study period using the following formula:  
$$\text{Attendance (\%)} = (\text{Total hours attended} \div \text{total timetabled contact hours}) \times 100$$
- Approved absences supported by evidence (eg medical certificate) are recorded but do not count as attended hours.

For more on our intervention strategies, refer to our Unsatisfactory Course Progress or Attendance Policy and International Student Intervention Strategy Policy on the International Student webpage on the College website: <https://christway.vic.edu.au/international-students>

If an international student does not meet, the minimum attendance requirements, the College requires the international student to liaise with College support staff to maintain an attendance plan. Refer to our **Unsatisfactory Course Progress or Attendance Policy** and **International Student Intervention Strategy Policy** on the International Student webpage on the College website: <https://christway.vic.edu.au/international-students>

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The College 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. In this case, the overseas student is required to provide genuine evidence demonstrating compassionate or compelling circumstances apply.

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### Monitoring Course Progress

The College monitors international students' course progress by regularly assessing our international students through:

- results that allow progression to the next year of study in the course
- assessment tasks
- class projects
- class work
- participation in class.

Academic reporting is designed to provide timely and accurate feedback on a student's progress and performance to students and their parent/guardian. The College has continuous reporting that provides students and parents/guardians with accurate feedback in relation to student performance and course progression. In addition, the college provides end of semester reports that provide an accurate and objective assessment of the student's progress and achievement, including an assessment of the student's achievement in coursework and any examinations measured against available national standards.

When the staff identify that an international student is at risk of not meeting, or is not meeting the satisfactory course progress of the College's curriculum, the College will:

- provide a written warning to the student and their parent/guardian that the student is "at risk" and
- provide assistance through our International Student Intervention Strategy Policy so that they meet satisfactory course requirements.

Refer to our **Unsatisfactory Course Progress or Attendance Policy** and **International Student Intervention Strategy Policy** on the International Student webpage on the College website:

<https://christway.vic.edu.au/international-students>

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### Impact of Deferral and Suspension on Attendance Monitoring

Our **Deferring, Suspending or Cancelling an International Student's Enrolment Policy** explains the College's procedures in relation to the deferral or suspension of an international student's enrolment. This can be found on the International Student webpage on the College website:

<https://christway.vic.edu.au/international-students>

If an international student's enrolment is deferred or suspended, the period of suspension or deferral of enrolment (as recorded in PRISMS) should not be included in attendance monitoring calculations

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### Record Keeping

The College maintains evidence of compliance with this policy by maintaining records of course progress monitoring decisions and activities conducted in accordance with this policy. Records will be maintained in accordance with our **International Students Records Management and Retention Policy** on the International Student webpage on the College website:

<https://christway.vic.edu.au/international-students>

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