

FACULTY OF ARTS AND SOCIAL SCIENCES - STUDENT ATTENDANCE AT CLASSES PROVISIONS 2014

1. Student attendance at classes may take a number of different forms. Students may be required to regularly complete online components such as exercises, quizzes or blogs, undertake an internship or complete fieldwork, or attend a weekly tutorial or seminar.
2. Attendance is defined as being present for the specified class component at the scheduled time. All class components requiring student attendance should be detailed in the Unit of Study Outline.
3. All students are responsible for their own attendance.
4. Satisfactory academic progress and successful completion of a Unit of Study will be influenced by a student's attendance at all class components. Students should be aware that absences from face-to-face or online classes, or other forms of class attendance, will impact on their ability to successfully complete a Unit of Study.
5. International students are expected to attend classes and make satisfactory progress to meet the conditions of their student visa.
6. Marks are not awarded for attendance.
7. Unit of Study Coordinators should arrange for tutors to maintain records of attendance at classes.
8. Records of attendance are important in the event of student appeals, applications for DNFs and issues arising with international student visas.
9. Unit of Study Coordinators and/or tutors should endeavour to contact an enrolled student whose absenteeism may lead to missing more than 20% of all classes. Absenteeism may indicate a potential student at risk and it is important for any such cases to be identified and dealt with in a timely manner. Records should be kept of steps taken to contact a student and any student response.
10. It is each student's responsibility to contact the relevant Unit of Study Coordinator as soon as possible in the event of difficulties that interfere with their attendance and provide supporting documentation wherever possible.

NOTES

Faculty of Arts and Social Sciences - Student Attendance at Classes Provisions 2014

Date adopted: 28 January 2014

Date commenced: 28 January 2014

Approved by: Professor Duncan Ivison

Dean, Faculty of Arts and Social Sciences

Signature:

Related documents:

Faculty of Arts and Social Sciences – Assessment for Unit of Study Participation Provisions 2014