

National Academy of Professional Studies (NAPS)

Student Attendance Policy & Procedure

1. Rationale

This policy defines the attendance standards and expectations regarding students enrolled in credit courses at NAPS

2. Overview

Educational research shows a strong correlation between academic success and students' attendance at and active participation in classes. While class participation marks are not awarded for 'mere' attendance, those students who regularly attend class and make an effort to participate will learn more and also are more likely to find their course interesting.

3. Principles and Operation Procedures

- a) Students are responsible for all unit and course content and assignments missed due to an absence.
- b) NAPS students are required to attend classes (lectures, tutorials, labs, seminars, etc. regularly. All NAPS students are required to attend at least 70% of total hours of the face-to-face sessions per week, meeting this attendance requirement also enables international students to meet their visa requirements. NAPS will record and monitor student attendance at each session throughout the course.
- c) Attendance will be taken at the start of class. Normally, a student who is more than 15 minutes late for a class will not be considered to have 'attended.' All absences are counted in computing attendance, even those which are excused, for example for documented illness.
- d) NAPS' Meshed HE platform Timetable function records, tracks and monitors attendance Lecturer's will be required to keep Attendance Records for each student. This will be recorded electronically and the Office of Student Services will produce an attendance report each week.



- e) Class attendances will be noted for identification of students at risk.
- f) Students who are sick three consecutive days must, as soon as practicable, provide a signed medical certificate evidencing their sickness. This certificate should be in English or translated into English by a certified translator. The absence will be noted on the student's attendance register. The medical certificate should include:
 - i. Reasons for the student's absence, with sufficient specificity.
 - ii. An explanation as to why a particular period of absence is required, detailing the impact of the circumstances on the student's ability to attend class.

Medical certificates which do not specify points i and ii will not be accepted. Medical certificates which are back-dated will only be accepted in exceptional circumstances. Medical certificates which are back-dated more than 7 days are unlikely to be accepted.
- g) Students need to demonstrate their Online participation through NAPS eLearning – Moodle platform in case of missed classes.
- h) **International students** studying on [student visas](#) should note that they are subject to specific enrolment requirements under the Australian Government's [Education Services for Overseas Students Act 2000](#). These requirements do not apply to international students studying on other kinds of visas.
- i) Students who do not attend regularly will be deemed to be 'at risk'. These students will be notified by phone or their student email and will be required to attend an intervention meeting arranged by the Office of Student Services. In the notice it will be clearly stated that if attendance continues to fall, and drops below 70%, and no evidence of compelling or compassionate circumstances has been provided, students will be reported to the appropriate government authority.
- j) The aim of the intervention is to work with the student to identify and identify issues, find solutions and work with the student to get the student back on track. Students failing to show up for the intervention meeting without a good excuse will be issued with a Notice of Intention to Consider Cancellation (NOICC) of Visa generated by the Australian Government. in accordance with the National Code 2018.
- k) The student will be given an opportunity to respond to the NOICC. Translations of this document or access to an interpreting service will be made available to the student if required. A copy of the Notice Letter will be placed on the student's file and the original letter will be given to the student.

4. Intermission/Leave of Absence

Students may apply for leave of absence from and suspend their studies for up to a year in the following circumstances:

- a) Students who have accepted an offer into a NAPS course may delay taking up that offer for up to one year.
- b) Students who have accepted their offer rather than deferring may apply for Intermission (LOA) to suspend their studies for up to one year if they have:

- i. Accepted their offer (rather than deferring) and they do not intend to undertake their studies in the current term.
 - ii. Commenced study and do not intend to undertake their studies in the following teaching period, either with NAPS or an approved external/exchange studies at another institution
 - iii. The student is a Commonwealth Supported Student or a Domestic full fee paying student.
- c) Students seeking an intermission or Leave of Absence must submit their application to the Office of Student Services before the commencement of the teaching period for which the LOA is being sought.

Fees

Students will be liable for fees if, at the time of LOA application, they are still enrolled in the units and it is beyond the Census Date for the relevant study period.

Document Details

Approving Committee/Body	Academic Board
Date of Initial Approval	July 2018
Date of Effect	November 2022
Review Schedule	Every 3 years from commencement
Policy Owner	Academic Board
Policy Contact	Registrar
Delegated Actor (include if applicable)	
Related Documents	SS000 Student Handbook SS013 Student Progression and Exclusion Policy NAPS Student Code of Conduct
Applicability to Higher Education Standards Framework (Threshold Standards) 2015 (Cth)	

Document History

Version	Author	Changes	Approval Date
1.0	Board of Directors and Council	Original Version	2018
2.0	Registrar	More information to be provided on medical certificate if student requests leave of absence	September 2026