



## POLICY DOCUMENT

# C2.11 UNDERGRADUATE ONCAMPUS STUDENT ATTENDANCE AT LECTURES AND TUTORIALS POLICY

## 1 Preamble

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Expectations concerning student attendance at lectures and tutorials is stipulated during the development of course units and is subsequently approved by the Academic Board and relevant external accrediting authorities (eg TEQSA). Where change is proposed beyond that which has been incorporated in the accreditation approvals, the relevant unit coordinator is expected to submit a proposal to the Teaching and Learning Committee which has the authority to determine student attendance requirements for individual subjects of study within the context of the relevant accreditation framework (Policy C2.2, Section 4.4, Appended).

It is the College's view that a student's transition to the tertiary environment must be carefully managed and that academic policy should be structured to support the transition. In addition, ACPE believes that students should be encouraged to achieve maximum academic autonomy during their period of study at the College. Accordingly, it is the College view that the Under-graduate Student Attendance Policy should be framed to recognise and permit increasing student responsibility and autonomy with progression to higher levels of academic study.

## 2 Policy

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ACPE requires that for all subjects that are classified as first year subjects within a given course of study, students will be in attendance at least 80% of the time. Students may fail a subject if their attendance does not achieve this requirement and if the student does not submit validated evidence for the reason of the absence.

For course subjects not contained in the first year of a course, attendance at lectures and tutorial will not be mandatory unless the application for exemption to this policy by the corresponding Head of Department is approved by the Dean/Head of College (D/HOC

In considering a request for a variation to the application of this Policy to a particular course unit, the D/HOC will take into account relevant approvals from accrediting authorities, comments by the relevant Head of Department and comments by the Teaching and Learning Committee.

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### **3 Role of Subject Coordinator**

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The Subject Coordinator is expected to be intimately involved in the design of the unit of study and, normally, the student attendance regime for that unit of student will be determined during the accreditation process.

Where Subject Coordinator considers that a variation to the attendance pattern is necessary, the subject coordinator will be required to present a case detailing the reasons for the change to the Head of Department together with a recommendation concerning the proposed new attendance regime.

### **4 Role of Head of Department**

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The Head of Department will be required to consider the proposal in the context of the current accreditation approvals and the arguments presented by the Subject Coordinator. The Head of Department may:

- i. Request further elaboration of the proposal,
- ii. Reject the proposal, or
- iii. Forward the proposal with commentary to the Teaching and Learning Committee for consideration.

### **5 Role of Teaching and Learning Committee**

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The Teaching and Learning Committee will be required to consider the proposal in the context of the current accreditation approvals and the arguments presented by the Unit Coordinator and the comments of the Head of Department. The Teaching and Learning Committee may:

- i. Request further elaboration of the proposal,
- ii. Reject the proposal, or
- iii. Forward the proposal with commentary to the D/HOC for consideration.

### **6 Role of the Dean and Head of College**

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The D/HOC will be required to consider the proposal and may:

- i. Request further elaboration of the proposal,
- ii. Reject the proposal, or
- iii. Approve the proposal.

It is expected that the Dean/HOC will report to the Academic Board all instances in which the D/HOC has determined that a change to the pattern of attendance endorsed at the time the unit of study was formally accredited.

### **7 Policy Administration**

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#### **7.1 Approval and Review**

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<b>POLICY NUMBER C2.11: Students Attendance at Lectures and Tutorials Policy</b>			
<b>Information Officer</b>	Dean/ Head of College		
<b>Initial Approval Date</b>	17 July 2015		
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<b>Approval Authority</b>	Dean and Head of College, ACPE		
<b>Approved By</b>	Dr Brian Nook, Dean / Head of College, ACPE		
<b>Approval Signature</b>		<b>Date</b>	