

ATTENDANCE REQUIREMENTS

Attendance at all lectures, tutorials, performance-related activities and instrumental lessons is mandatory. It is the responsibility of the student to be aware of and attend each class or lesson. If for some reason, a student needs to vary the schedule of their course, they must gain written approval from the Academic Board through the Teaching and Learning Committee which meets monthly. All correspondence needs to be directed to campusdean@aicm.edu.au in the first instance.

Lateness to lessons or classes is considered to be unacceptable. If a student is more than 15 minutes late to a class three times, without gaining prior consent from the lecturer, this will be recorded as an absence.

All students are required to attend a minimum of 80% of all classes (this translates to no more than 2 absences in a given subject in a given semester). 3 or more absences will result in failure of that unit and a grade of TF will be recorded on their transcript. Students will be required to re-enrol and successfully complete the unit in order to satisfy the requirements of the course.

Overseas students need to remain enrolled full-time in a registered Course. They must attend at least 80% of the contact hours for each semester of the course, and must demonstrate satisfactory academic progress.

Where a student appeals a grade of fail, based on attendance, medical certificates or similar supporting documentation must accompany the appeal.