

SA.02 POLICY ~ ATTENDANCE

APPROVED BY	ACADEMIC BOARD	Reviewed	May 2024
REVIEW STAKEHOLDERS	▪ PRINCIPAL	Minor Edit	4/8/2025
	▪ ACADEMIC DEAN	Review period	3 YEARS
	▪ HEADS OF SCHOOL	Next review	May 2027
RELATED POLICIES	▪ SA.30 ATTENDANCE DURING PROFESSIONAL EXPERIENCE PLACEMENTS (PEP) ▪ SA.32 COUNSELLING PRACTICE ▪ SA.34 BACHELOR OF SOCIAL WORK FIELDWORK PLACEMENT		

1. RATIONALE

- 1.1. As programmes at the institute lead to a professional qualification, overall learning experiences will be affected by absences which may impact students and stakeholders. In addition, students contribute to the support and learning of their peers during class face-to-face/online sessions and as such, their presence is both valued and an integral part of the learning environment. Attendance is an aspect of character, integrity, and professionalism.

2. PURPOSE

- 2.1. To explain attendance requirements for the completion of courses in accordance with regulations laid out by the Tertiary Education Commission (TEC).
- 2.2. This policy does not cover practicum attendance requirements. These are covered in programme regulations (see also related policies in the table above).

3. POLICY

- 3.1. Students at Bethlehem Tertiary Institute (BTI) are considered adult learners in a tertiary learning environment. As such, responsibility for their individual learning, attendance at lectures and application of that learning resides primarily with them.
- 3.2. Students are informed via course outlines and student policies of the minimum attendance requirements.
- 3.3. Course attendance covers all learning experiences including a minimum of 80% participation (75% for MPP801 MPP802 MPP803) in each of the following per course:
- Tutorials
 - Learning activities / course related work
 - Onsite wānanga/block courses/intensives
- 3.4. Course educators/coordinators are responsible for formally recording student attendance. A record of attendance will be maintained and held on file for audit purposes.
- 3.5. Students are expected to inform educators about their absence, either prior to, if able, or after.
- 3.6. Student absence from **tutorials or learning activities** may, in negotiation with educators/coordinators, be resolved by students completing forum or class work via distance learning platforms.
- 3.7. Students who have absences should liaise with the course educator/coordinator to ensure they meet the course attendance requirements.
- 3.8. In exceptional circumstances, students may apply for an exemption to miss part or all of a **wānanga/intensive/block course** component of a course by filling in the SA.02 Attendance Exemption Form and providing supporting evidence (e.g., a medical certificate).
- 3.9. Attendance exemption applications must be submitted to the course educator/educator within one week of the completion of the wānanga/intensive/block course. Students should submit applications at least 7 days prior to the wānanga/intensive/block course where absence is known in advance.
- 3.10. The course educator/coordinator will decide a plan to remediate missed work which may include but is not limited to:

- a) Readings
- b) Report on a prescribed endeavour
- c) Recordings of skills work
- d) Continue with the course and attend the course block component in the subsequent year
- e) Working through wānanga/intensive/block course tutorials independently, evidencing this work
- f) Re-enrolment in the course next time it is offered (course fees applicable).

3.11. Remediation will recognise that while extreme circumstances beyond the control of the student have occurred, remedial activities will enable the student to undertake and/or demonstrate the intended but missed learning experiences.

3.12. All Attendance Exemption Applications and proposed remedies shall be forwarded to the Head of School/Programme Leader/Professional Lead who will then convene an Ad hoc Attendance Regulation Committee at the earliest opportunity.

3.13. The Ad hoc Attendance Regulation Sub Committee of the Academic Board will evaluate Attendance Exemption Applications and proposed remedy/s before communicating the approved remediation requirement to the student/s.

3.14. The Ad hoc Attendance Regulation Sub Committee of the Academic Board shall consist of:

- a) Head of School
- b) Programme Leader/Professional Lead
- c) Course Educator/Coordinator
- d) Cohort Mentor/Ngā Maunga Āwhina

3.15. **International students who are based in NZ** must abide by the conditions of their visa and are expected to attend all classes unless permission has been granted by the Principal of Bethlehem Tertiary Institute or an agreed representative, or a Medical Certificate explaining absence is provided.

3.16. If an **international student based in NZ** continues to be absent without due reason, BTI has the right to contact Immigration New Zealand to report any breaches or suspected breaches of the visa. This may result in potential visa consequences.

3.17. **International students on a student visa**, must make satisfactory progress in the programme of study. This is a condition of the student visa. If following a studentship review this is deemed not to be the case, BTI reserves the right to contact INZ directly.

4. REMEDIATION OF ABSENCE VIA BOARD OF EXAMINERS

4.1. Where students have not met the 80% minimum attendance requirements for tutorials, learning activities, and/or wānanga/intensive/block courses by the end of the course, Board of Examiners (BoE) shall determine the remediation pathway.

4.2. Initially, the educator should withhold the academic grade earned by the student through assignment work and record a status of "In Progress" on the grade sheet/results which is then recorded on the Student Management System.

4.3. The Board of Examiners should deliberate on the consequence of such absence. If a remediation requirement is set, this may include:

- a) Completing missed and/or additional work
- b) Re-enrolling and completing components of the course (course fees are applicable)
- c) Re-enrolling and repeating the course (course fees are applicable).

4.4. In the case of 4.3a:

- a) When the remediation requirement has been met, the original grade will be reinstated at a subsequent BoE meeting.
- b) If the remediation requirement is not met within the time specified by the Board of Examiners, the student will receive the grade of DNCT if they have completed and passed assignment work but not fulfilled attendance terms. If the student has not passed the assignment work, they will receive a failed grade accordingly.

4.5. In the case of 4.3b/c remediation being set by the Board of Examiners, the 'In Progress' grade will be adjusted to either DNCT (did not complete terms) or in the case of a failing grade due to assignment work, the failed grade. The student will receive a new grade for the re-enrolled course.

ATTENDANCE EXEMPTION FORM

Purpose | STUDENTS APPLYING FOR AN EXEMPTION FROM PART OR ALL OF A PRESCRIBED
WĀNANGA/BLOCK COURSE/INTENSIVE COMPONENT

Student Name _____

Course _____

Date _____

Course _____

Coordinator/Educator _____

- This form should be completed with reference to **POLICY SA-02 Attendance**
- Submit to relevant Course Coordinator/Educator
- Attach any supporting evidence to this application (e.g., medical certificate)

Reasons for request for exemption

Signature |

Date |

ATTENDANCE EXEMPTION PROCESS

