

SA.02 POLICY ~ ATTENDANCE

APPROVED BY	ACADEMIC BOARD	VERSION	2020
REVIEW STAKEHOLDERS	▪ CEO AND DEAN	Last reviewed	2017
	▪ ACADEMIC DEAN	Published	2020
	▪ HEADS OF SCHOOL	Review period	3 YEARS
		Next review	2023
PURPOSE	To outline attendance requirements for the completion of courses and/or programmes (as stipulated in the 'terms' section of all course outlines) in accordance with regulations laid out by the Tertiary Education Commission (TEC).		

PLEASE NOTE THIS POLICY IS EFFECTIVE FOR ALL STUDENTS

RATIONALE

Students at Bethlehem Tertiary Institute (BTI) are considered adult learners in a tertiary learning environment. As such, responsibility for their individual learning, attendance at tutorials and application of that learning, resides primarily with them. As programmes at the institute lead to a professional qualification, overall learning experience will be affected by persistent absences and may impact on 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. The monitoring of attendance is undertaken by educators. When a lack of attendance is identified, the procedure outlined below will be implemented.

PURPOSE

To outline attendance requirements for the completion of courses and/or programmes (as stipulated in the 'terms' section of all course outlines) in accordance with regulations laid out by the Tertiary Education Commission (TEC).

POLICY

1. Students should be informed via course outlines and student policies that responsibility for learning and attendance is primarily in their own hands and that attendance is an aspect of character, integrity and professionalism.
2. Attendance at lectures (both on and offsite) is expected for enrolled students. Onsite students are expected to attend onsite tutorials, and distance students are expected to complete tutorials and associated work independently. A minimum attendance of 80% is required and all learners must complete 80% of all assigned course related work.
3. Course educators or Programme/Professional Leaders are responsible for formally recording student absences from each onsite/online class. If a student is absent for medical reasons, they may complete forum or class work via distance learning platforms if agreed with educators, without receiving a recorded absence. Medical certificates to cover longer term absences (please see individual School related intensive/practicum policies) should be submitted to the Course Coordinator or Programme Leader/Professional Leader for filing.
4. An institutional record of attendance will be maintained and held on file for audit purposes.
5. Students will be expected to participate in all online learning experiences with a requirement of a minimum of 80% participation.
6. Students will be expected to attend all onsite intensives with a requirement of a minimum of 80%. Failure to attend a minimum of 80% of an intensive may result in the student being unenrolled from the course concerned

and being required to complete that course when it is next offered. This will incur a re-enrolment fee (not applicable to post-graduate/Master's students).

7. In extreme circumstances students, may apply in writing to the Course Coordinator or the Programme/Professional Leader for an exemption to miss part or all of a block component for a particular course using **FORM SA-02 ~ ATTENDANCE EXEMPTION FORM** (see page 3).

International / Offshore Students

1. International students must abide by the conditions of their student visa and are expected to attend 100% of classes unless permission has been granted by the CEO and Dean of Bethlehem Tertiary Institute or an agreed representative, or a Medical Certificate explaining absence is provided.
2. If an international student continues to be absent without due reason, BTI has the right to contact Immigration New Zealand to report of any breaches or suspected breaches of the student's visa. This may result in potential visa consequences.
3. International students must make satisfactory progress in the programme of study.

PROCEDURE FOR IMPLEMENTATION

MONITORING ABSENCE

1. Where possible, students are expected to inform educators before missing any class sessions. The student will be marked as absent from class.
2. Students approaching the 20% threshold for absenteeism will be reminded of this policy by their Course Coordinator or Programme/Professional Leader. An absence of more than one week is considered a long term absence and evidence is required (i.e. a medical certificate).
3. If 20% of classes are missed, the student may be called to a meeting with the Course Coordinator or Programme/Professional Leader. Depending on the level of concern, may include a discussion with the Cohort Mentor/Ngā Maunga Āwhina team. Notes of the meeting will be held on the student file.
4. Students who have an excess of 20% absence from class will be discussed at the Board of Examiners (BoE). A Course Coordinator or Programme/Professional Leader may make a case on behalf of a student to be discussed and agreed upon at BoE. The BoE will ratify or modify recommendations for remedying attendance issues.

BOARD OF EXAMINERS (BoE)

Board of Examiners may:

- 1 Withhold the academic grade earned by the student through assignment work and record a status of "In Progress" on the results which are recorded on the Student Management System.
- 2 Deliberate on the consequence of such absence. If a requirement is set, this may include:
 - Completing missed/additional work; and/or
 - Re-enrolling and repeating module/s of the course

If a requirement is set by the Board of Examiners, when this has been met, the original grade will be reinstated at a subsequent BoE meeting.

If a requirement set by the Board of Examiners is not met within the time specified by the Board of Examiners, the student's grade remains in the system. The grade of DNCT is awarded when a student has completed and passed assignment work but not fulfilled terms as stated in the published Course Outline.

EXEMPTIONS | FORM SA-02 ATTENDANCE EXEMPTION FORM

Students applying for an exemption from part or all of a prescribed intensive component must submit **FORM SA-02 ~ ATTENDANCE EXEMPTION FORM** to the relevant Course Coordinator or Programme/Professional Leader 7 days prior (unless unforeseen and exceptional circumstances).

If the Course Coordinator or Programme/Professional Leader supports the student's application, they will forward the application form and proposed remedy to the **ad hoc Attendance Regulation Committee** who will be responsible for evaluating the application and communicating the outcome to the student and Course Coordinator or Programme/Professional Leader.

All relevant information (i.e. a medical certificate) must be included with the exemption form.

Remedial options

The course coordinator will present to the Committee a remediation plan, which could include:

- Readings
- Report on a prescribed endeavour
- Recordings of skills work
- Continue with the course and attend the course block component in the subsequent year
- Working through intensive tutorials independently, evidencing this work.

Applications must be submitted seven working days before the intensive where possible. All applications will be considered when an Ad Hoc Attendance Regulation Sub committee can be convened.

Membership of an ad hoc Attendance Regulation Sub Committee

- Head of School
- Course Coordinator or Programme/Professional Leader
- Cohort Mentor/Ngā Maunga Āwhina
- A member of the Academic Board from outside the school.

If the exemption is not approved, then either the block component must be attended (if the application is lodged prior) or the student must re-enrol in the course the next time it is offered **with full course tuition fees to be paid**.

Exemptions that are approved 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.

ATTENDANCE EXEMPTION FORM

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

Student Name _____

Course _____

Date _____

Course Coordinator _____

Instructions

- This form should be completed with reference to **POLICY SA-02 Attendance**
- Complete this form
- Print out and sign
- Submit to relevant Course Coordinator

Reasons for request for Exemption

1. _____

2. _____

3. _____

4. _____

Signature |

Date |

ATTENDANCE EXEMPTION PROCESS

