

## SA.02 POLICY ~ ATTENDANCE

<b>APPROVED BY</b>	ACADEMIC BOARD	<b>VERSION</b>	2022 (v.1)
<b>REVIEW STAKEHOLDERS</b>	▪ TE TAIURUNGI/PRINCIPAL	Last reviewed	2020
	▪ ACADEMIC DEAN	Published	Aug 2022
	▪ HEADS OF SCHOOL	Review period	3 YEARS
		Next review	2025
<b>PURPOSE</b>	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 lectures 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

#### For each course:

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 onsite (where students are expected to attend onsite tutorials) and offsite (where distance students are expected to complete tutorials and associated work independently) is expected for enrolled students. A minimum attendance of 80% is required in all courses, including during intensives, and all learners must complete 80% of all assigned course related work.
3. Course educators or Programme/Professional Leads 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/Professional Lead 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 each course 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.

7. In extreme circumstances students, may apply in writing to the Course Coordinator or the Programme/Professional Lead for an exemption to miss part or all of a block component for a particular course. The Course Coordinator or Programme/Professional Lead will, in the first instance, decide if the application is supported (see flowchart), then if approved, decide a plan to 'make up/catch up' or remedy missed work. The Head of School will then convene an **ad hoc Attendance Regulation Committee** who will be responsible for evaluating the application and communicating the outcome to the Course Coordinator or Programme/Professional Lead who will then inform the student. All relevant information (ie a medical certificate) must be included with the exemption form.
8. Decisions will be made on a case-by-case basis in conjunction with the Head of School.

### **International /Offshore Students**

- International students must abide by the conditions of their student visa and are expected to attend all classes unless permission has been granted by Te Taiurungi/Principal of Bethlehem Tertiary Institute or an agreed representative, or a Medical Certificate explaining absence is provided.
- 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 visa. This may result in potential visa consequences.
- International students 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.

## **PROCEDURE FOR IMPLEMENTATION**

### **MONITORING ABSENCE**

- Where possible, students are expected to inform educators before missing any class sessions. The student will be marked as absent from class.
- If 20% of classes are missed, the course coordinator will notify the student that remediation is required and set out the work the student is required to complete to meet attendance requirements. The course coordinator will notify the Cohort Mentor/Ngā Maunga Āwhina team. Notes of the meeting will be held on the student file.
- Students who have an excess of 20% absence from a course by the date of the Board of Examiners will be discussed and any further remediation identified.

### **BOARD OF EXAMINERS**

#### **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 will receive an IP. 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 Programme/Professional Lead (as above) 7 days prior (unless unforeseen and exceptional circumstances).

If the Course Coordinator 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 Course Coordinator or Programme/Professional Lead who will then inform the student.

All relevant information (ie 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 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**

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**Course**

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**Date**

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**Course Coordinator**

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### *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

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1.

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2.

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3.

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4.

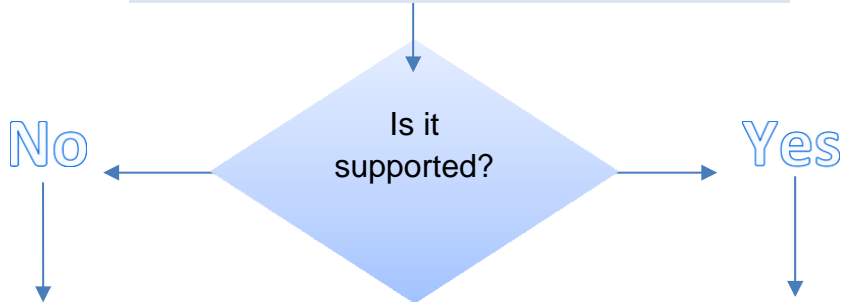
*Signature |*

*Date |*

## ATTENDANCE EXEMPTION PROCESS

Student sends application form to Relevant Course Coordinator or Programme/Professional Leader

**Course Educator / Course Coordinator reviews application form and decides further action**



**1 Application Declined**  
**Course Educator / Course Coordinator informs student in writing that application is denied**

**2 Application Proceeds**  
**Course Educator / Course Coordinator forwards form and proposed remedy to Adhoc Attendance Regulation Committee**

**Adhoc Attendance Regulation Committee evaluate the application and communicate the outcome:**

**To the Course Educator/Course Coordinator who will inform the student**