

**New Zealand College of Business (NZCB) Student Attendance Policy**

**Introduction:**

- 1.) The Student Attendance Policy has been developed as part of the NZCB's commitment to providing a supportive learning environment which enables all students who have chosen to study with NZCB to achieve their full potential.
- 2.) NZCB recognises the investment that students and their parents/guardians make when a student enrolls into a course and believes that, as a responsible institution, it has a duty to monitor attendance, and to act on non-attendance, so that students can be supported to complete their course.
- 3.) This policy applies equally to all enrolled NZCB students, wherever and however their courses are delivered. In some exceptional cases, specific attendance requirements are set for some students (upon NZCB's approval).

**Policy Statement:**

- 1) Attendance is a key component in student retention, progression, achievement and employability. Regular attendance and academic achievement are closely linked. Students who actively participate in their learning by attending classes regularly are more likely to
  - (i) enjoy a rewarding experience in which their knowledge, skills and abilities are developed, and
  - (ii) successfully complete their course, and
  - (iii) achieve better results.
- 2) NZCB expects students to attend all learning and teaching sessions associated with the course on which they are enrolled. The learning and teaching methods for each course and component module are set out in the course outlines. Examples of learning and teaching sessions include (but are not limited to) lectures, seminars, tutorials, workshops, laboratory and practical sessions, professional placements, field trips and industrial visits, and in the case of research students, scheduled meetings with supervisors.
- 3) Students should arrive on time for classes and remain for the duration of the teaching session. Late arrival at, and early departure from, teaching sessions is disruptive, discourteous, unprofessional and unfair to other class members and tutors.
  - If a student is 5 to 15 minutes late for class, he/she will be marked "Late".
  - If a student is more than 15 minutes late for class, or leave the class more than 15 minutes before the end of the lecture without approved reason, then he/she will be counted as absence.
  - If a student spends an accumulated time of 20 minutes outside the class during the whole period of a lesson, he/she will be counted as absence.
- 4) Unsatisfactory attendance includes failure to attend regularly learning and teaching sessions without providing a satisfactory reason for absence and/or persistent late arrival at, or early departure from, learning and teaching sessions.

5) **Students** are responsible for:

- i. Attending all learning and teaching sessions associated with their course at all times, as required, unless they have genuine reasons for their absence; **\*NOTE:** New Zealand Immigration Service (NZIS) requires student visa holders to have 100% attendance, unless they have genuine reasons for their absence\*
- ii. Notifying NZCB Office in advance (e.g. in person, by phone or email) that they expect to be absent from timetabled classes; A leave application form must be completed.
- iii. Obtaining prior permission from NZCB for planned absences by completing the leave application form from NZCB Office three days in advance for all forms of leave except for sick leave;
- iv. Notifying NZCB Office in respect of unplanned or unforeseen absences from classes within 24 hours and then complete the leave application form from NZCB Office (with any evidence to explain reason of absence) for approval.
- v. Providing Doctor Certificate along with sick leave application

6) **Academic staff members** are responsible for:

- i. Reminding students of the importance of regular attendance at learning and teaching sessions;
- ii. Recording student attendance in accordance with the NZCB's Policy.

7) **NZCB Office** are responsible for ensuring that:

- i. All teaching staff maintain an accurate record of student attendance;
- ii. Appropriate systems are in place for students to notify the designated personnel of planned absences and to report to the NZCB office unexpected absences;
- iii. Students are informed of the importance of regular attendance at learning and teaching sessions, and through Student Survey, Student Handbook, of any approved course or module specific attendance requirements;
- iv. There are regular reviews of students' progress on their course, including attendance, completion of assessment requirements and academic achievement, and that appropriate action is taken either to help students' achieve their academic aims or, where students are failing to engage with the course, advising them to seek alternative career paths;
- v. Students are advised of the support available to them provided by NZCB;
- vi. In the case of a lecturer's absence, students are informed at the earliest opportunity of the alternative arrangements for the class.

8) **Monitoring of student attendance:**

- i. International student attendance is monitored weekly, and any issues with attendance are taken very seriously, as these may have a direct impact on a student's visa in the future.
- ii. Students are required to attend no less than 100% of scheduled class time.
- iii. Students who have an attendance less than 80% will be issued with a formal warning letter. Students allowed seven days after receiving the letter to contact and arrange an interview with the College to explain their absences. If the student fails to improve his/her attendance after the interview, or fail to respond to the warning letter on time may result in a second warning or termination letter to be issued.

- iv. If a student being issued with a third warning letter, then the third warning letter will be served as the termination of enrolment to the student and New Zealand Immigration Service will be notified.
- v. Students who absence consecutively for three days or fail to respond to warnings about their attendance may be visited by NZCB staff;
- vi. NZCB staff or lecturer may contact the student to seek an explanation for their unsatisfactory attendance;
- vii. A formal report on a student's attendance may be made to the student's parents/guardian, including an employer, the Local Authority, the Study Link, the Immigration Department;
- viii. Students may be dismissed from the College if they fail to respond to warnings and New Zealand Immigration Service will be notified.
- ix. NZCB may take into account students' attendance in exercising their discretion in relation to progression and awards.

**Equality Impact Assessment:**

- 1) NZCB is committed to the promotion of equality, diversity and a supportive environment for all members of our community. Our commitment to equality and diversity means that this policy has been screened in relation to the use of plain English, the promotion of the positive duty in relation to race, gender and disability and avoidance of discrimination to other equality groups related to age, sexual orientation, religion or belief or gender reassignment.

**Monitoring and Review:**

- 1) This Policy will be monitored by the Management Team of NZCB.
- 2) The Policy will be reviewed every two years by the Management Team of NZCB.

**Dissemination of and Access to the Policy:**

- 1) This Policy will be available on NZCB's website ([www.nzcb.ac.nz](http://www.nzcb.ac.nz)). It is expected that reference to the Attendance Policy will be included in Student Handbook; and that importance of regular attendance is included in student orientation.