

		<b>Ref No.</b>	<b>6 – 08</b>
		<b>Version No.</b>	<b>4</b>
		<b>Date Issued</b>	<b>17 Sept 09</b>
<b>Title</b>	<b>MONITORING ATTENDANCE OF INTERNATIONAL STUDENTS</b>		
<b>Responsibility</b>	<b>Academic Quality Programme Manager</b>		

## 1. PURPOSE

To have systems in place that:

- Ensure Telford meets its welfare obligations to students under the provisions of the Code of Practice for the Pastoral Care of International Students 2002 and any revisions
- Promote student welfare and likelihood of successful programme completion
- Ensure that any remedial action pertaining to the attendance and pastoral care of international students is implemented where necessary
- Meet any and all relevant New Zealand Immigration Service requirements
- Address any personal or study problems experienced by the international student

## 2. APPLICATION

This policy applies to all Telford students who are enrolled in mainstream education and training programmes.

## 3. DEFINITIONS

Nil.

## 4. STATUTORY OBLIGATIONS

This Policy meets the requirements of Section 16 of the Ministry of Education's Code of Practice for the Pastoral Care of International Students (revised version August 2003).

## 5. POLICY

- 5.1 Systems will be in place for monitoring the attendance of international students.
- 5.2 International students should maintain the minimum attendance rate as specified in curriculum document in formal classes or Visa requirements which ever is the greater.

Note: Students who fall below this rate are likely to jeopardise their chances of success in their chosen programme of study.

## 6. PROCEDURE

- 6.1 International students are identified prior to commencement of their programme of study by way of the Telford enrolment forms.
- 6.2 At the start of the programme the Programme Coordinator (PC) notifies the international student of the requirements for regular attendance, notification of any change in contact details, and reporting of any absences.

- 6.3 The international student is to advise the PC of any changes in contact details as soon as practicable or possible. Students must be advised of this policy requirement within student information and induction activities.
- 6.4 The PC keeps a record of the international student's attendance, and reports any irregularities to the Academic Director..
- 6.5 The Academic Director and PC will follow up on any absenteeism, and discuss options with the international student, with a view to ensuring that the attendance rate is maintained in accordance with curriculum documentation and that the student is making satisfactory progress.
- 6.6 If the student continues to fail to meet programme attendance requirements, the Director, Finance and Administration and Programme Coordinator should consult the Code of Practice and any relevant legislation, and recommend an appropriate course of action.

## 7. RECORD MANAGEMENT

Record	Responsibility	Filed	Retention Time
Attendance Records	Programme Coordinator	Student File	Term of Enrolment
Correspondence relating to absenteeism	Director Academic	Absentee Database	18 months

## 8. ASSOCIATED DOCUMENTS

Nil.

REVISION HISTORY			
Version	Description of Change	Author	Effective Date
1	New document.	External Consultant	April 2004
2	Minor changes.	QMS Team	June 2006
3	Alignment of the QMS with actual practices at Telford in response to the ITPQuality Audit Report, April 2007. Clause 5.1 deleted from version 2, Clause 7 and 8 added to version 3, minor editing and re-formatting.	QMS Policy Review Committee	1 March 2008
4	Triennial Review – minor changes	QMS Policy Review Committee	17 September 2009