

## Policy Title

International Student Attainment and Attendance

## Scope

This policy applies to all international students who intend to enrol or are enrolled at UUNZ and completing their programme in New Zealand.

## Document management.

Policy Number	AP06V2	Approval by	Academic Board
		Approval date	24 August 2018
Category	Academic management/operational management	Review date	June 2022
Policy owner	Administration Manager		

## History

Version	Effective date	Created / reviewed by	Reason for review
1	16 July 2018	Susan Warring/Mathew James	
2	27 August 2018	Susan Warring/Mathew James	

## Purpose

To provide guidelines on minimum student attainment and attendance requirements for all international students enrolled at UUNZ to ensure compliance with the Education (Pastoral Care of International Students) Code of Practice 2016.

## References

Education (Pastoral Care of International Students) Code of Practice (2016).

Immigration New Zealand (INZ) (<http://apps.employment.govt.nz/immigration/student-termination>)

## Policy

Any international student who is not making satisfactory progress shall be supported following the Student Attainment and Attendance policy.

- If UUNZ has reason to believe that the issue is serious and the student is unable to protect themselves, then the UUNZ Critical Incident Plan shall be followed and the Administration Manager informed.
- If a student should develop a special need whilst enrolled at UUNZ, then support shall be negotiated with their insurer and the Administration Manager
- Student information will be disclosed only in accordance with the Privacy Act 1993 and the Health Information Privacy Code

1. Attendance
  - 1.1. To retain their right to study in New Zealand under a student visa international students are required to attend all lectures, tutorials, practical classes, demonstrations, assessments and examinations required by the component in which they are enrolled. Failure to meet this requirement without valid reason may result in termination of enrolment with UUNZ and notification to Immigration New Zealand (INZ).
  - 1.2. Students will be advised in writing of the requirement for 100% attendance in the international student handbook.
  
2. Attainment
  - 2.1. Students will be advised in writing of the required attainment levels at the beginning of each component/programme in the international student handbook.
  - 2.2. Unsatisfactory attainment will usually be in cases where a student has failed to pass or demonstrate competence in 100% of the summative assessments in any one semester, or 50% or more of the summative assessments over two or more semesters in any programme in which they are enrolled in any given year.
  
3. Unsatisfactory academic progress by a student includes:
  - 3.1. Attendance requirements not met
  - 3.2. Attainment requirements not met

### **Procedures for Unsatisfactory progress**

1. Student attendance will be monitored daily
  - 1.1. Attendance is counted from the start of the semester or the date of the last attendance generation when a warning letter was issued (whichever is more recent). This will avoid prior poor attendance from overshadowing any subsequent good attendance.
  - 1.2. If a student's attendance level is unsatisfactory, the administration team will report this to the tutor who will request a meeting with the student and, depending on the circumstances, a first written warning letter will be issued reminding the student of the requirements to hold a student Visa.
  - 1.3. If after week 6 of the trimester, the student's attendance is still below the acceptable level, a second written warning will be issued, with a request requiring the student to meet with the Programme Coordinator within 5 working days.
  - 1.4. If after week 9 of trimester, the student's attendance is still below the acceptable level, a third written warning will be issued, with a request requiring the student to meet with the Academic Manager within 5 working days.
  - 1.5. If the student does not attend the school as requested at any stage of this procedure, the student's agent will be contacted to ask the student to attend the meeting at the school. If after 5 working days, the student does not attend the meeting, the school will endeavour to contact the student via his or her emergency contact. If after another five days, the student does not attend the meeting, it would be usual to commence proceedings to terminate the contract.

- 1.6 After a third warning has been issued, the student has 7 days in which to correct the situation. If no change is observed in the student within that week, the Administration Manager will recommend that student's contract with UUNZ is terminated.
  
2. Unsatisfactory student attainment will be actioned at the end of each semester.
  - 2.1. If the student's attainment is unsatisfactory, the administration team will send the Unsatisfactory Progress Form to the student to complete and advise support options available to the student.
  - 2.2. The completed form is reviewed by Student Support and relevant action is taken.
  - 2.3. If the attainment issue persists, the Programme Coordinator/Leader will request a meeting with the student and, depending on the circumstances, prepare a personal learning plan for the student.
  - 2.4. If the attainment issue persists, the Academic Manager will request a meeting with the student. The Academic Manager may prepare a second personal learning plan, or decide to commence proceedings to terminate the enrolment in a specific component or recommend terminating the student contract with UUNZ.
  - 2.5. If the student does not complete the Unsatisfactory Progress Form or attend the meetings as requested at any stage of this procedure, the student's agent will be contacted to ask the student to attend the meeting at the school. If after 5 working days, the student does not attend the meeting, the school will endeavour to contact the student via his or her emergency contact. If after another five days, the student does not attend the meeting, it would be usual to commence proceedings to terminate the contract.

### **Student Termination of Contract Policy and Procedures**

1. All recommendations to terminate a student's contract must be approved by the CEO or proxy.
2. The Administration Manager has the delegated authority and will complete the notification of a student's termination of contract to INZ immediately after termination
3. There is no refund of fees when enrolment or contract is terminated

### **Related Documents**

Emergency Procedures

International Student Attainment and Attendance Policy

Student Discipline Policy