



OTAGO POLYTECHNIC ACADEMIC POLICY		Number: AP0710.07
Title:	International Learner Attainment and Attendance	
Classification:	Customer	
Chief Executive Approval:	Effective Date: 1 Dec 2019	Review Date: 1 Nov 2020
Previous Policy No:	n/a	Status: Current
Contact Authority:	Te Kaihāpai	

Purpose

To provide guidelines for schools on student attainment and attendance requirements for all international learners enrolled in Otago Polytechnic programmes at any campus.

Otago Polytechnic is also committed to the wellbeing and success of its international learners where teaching staff will closely monitor the progress and attendance of each student through a process of observation and enquiry.

Background

Under the Education (Pastoral Care of International Students) Code of Practice 2016, signatories must have processes in place to ensure that international learners are maintaining their programme requirements and to follow up in the event that a learner ceases attendance before programme completion.

Immigration New Zealand requires all students with a student visa to be bona fide learners and behave in a manner appropriate to genuine learners.

Immigration New Zealand implemented key changes in July 2011 requiring learners to attend their courses at all times in line with the attendance requirement outlined in clause 1 below, unless they have genuine reasons for their absence.

Statutory Compliance

The Education (Pastoral Care of International Students) Code of Practice 2016, Ministry of Education New Zealand

Immigration New Zealand (INZ) Requirements (extract):

<http://apps.employment.govt.nz/immigration/student-termination>

Where a student ceases to attend or complete their programme of study before the programme is completed a signatory to the Code is required to advise INZ immediately, using their electronic notification form.

Notification is undertaken by completing the electronic notification form on the INZ website ONLY in cases where the institution has terminated the student's enrolment.

When an institution notifies a termination of enrolment, INZ will undertake an investigation – this MAY result in a permit being revoked.

Policy

1. International learners are required to attend for 100% of scheduled class time. Unless there is a good reason such as illness, failure to meet this requirement may result in the learner's enrolment with Otago Polytechnic being terminated and INZ notified.
2. At the commencement of each course/programme, Heads of College/Department are responsible for ensuring that all international learners are advised in writing of the requirement for 100% attendance and the required attainment levels.
3. Learners may be refused further enrolment in a qualification or programme of study if they do not make satisfactory progress; and may be refused entry to a higher level programme if they do not demonstrate success within a lower level programme
4. Unsatisfactory academic progress by any learner includes the following situations:
 - a. Attendance requirements not met;
 - b. A learner who does not pass at least half of the credits in which the student was enrolled within one academic year;



- c. A learner who enrolled in the same course on three occasions and has failed that course;
 - d. A learner fails to engage in required learning activities including undertaking formative assessments, online learning activities, work or clinical placements, and group/team based projects with other students;
 - e. A learner fails to submit summative assessments.
- 5 The Head of College/Department/Academic Leader manages unsatisfactory progress with guidance from the Te Kaihāpai. This will usually be in cases where a learner has failed 50% or more of the courses they are enrolled in any given year or fail to meet course requirements as defined in the programme document.
 - 6 College and programme staff are required to be proactive as soon as the first signs of poor attendance, assignments not handed in on time, or a poor level of attainment becomes evident rather than allowing the situation to continue. The College liaison staff person for international students and/or professional staff from appropriate support services may be consulted and teaching staff must make every effort to resolve the situation and ensure the necessary support is provided.
 - 7 Refer to process for unsatisfactory progress and related sample notification letters in *AP0710a International Learner Attainment and Attendance_SOP001*
 - 8 Where all efforts for improvement of attendance and attainment have been exhausted termination of enrolment procedures may commence upon the decision of the Te Kaihāpai (*refer to AP0602 Learner Discipline*). A withdrawal form is completed with the Head of College/Academic Leader, Registry and INZ notified.
 - 9 The Registry Team Leader/Manager has delegated authority to complete the electronic notification of a learner's termination to INZ immediately after termination.
 - 10 There is no refund of fees when an enrolment is terminated.

Referral Documents

AP0710a International Learner Attainment and Attendance_SOP001 (process for unsatisfactory progress, includes sample letters and learner agreement)

Programme Information

Terms and Conditions for Learners (inclusive of International Learners)

International Student Arrival guide

AP0504 Application, Entry and Enrolment

MP0351 Withdrawal, Transfer, Cancellation and Refund

AP0602 Learner Discipline

Delegation of procedures

Te Kaihapai

Heads of School/College/Department/Academic Leader

Programme Leaders

International Student Advisor

Approved by Chief Executive

Date: 1 Dec 2019


