ATTENDANCE POLICY

Sydney Institute of
Traditional Chinese Medicine

Attendance Policy			
Code: A1.21		Area: Academic	
Policy Owner: Academic Board			
Policy Developer/Reviewer: QAO		Version #: 1.0	Date: 08/03/18

VERSION HISTORY

Version	Updated by	Approval Date	Details
0.1	QAO	20/02/18	Document creation. Approval by the PRG pending final approval by the Academic Board.
1.0	Academic Board	08/03/2018	Minor changes advised by the Academic Board. Approved by the Academic Board.

PURPOSE AND SCOPE

The aim of this policy is:
- Outline attendance requirements for students attending SITCM.
- Provide information about how attendance will be monitored.
- Define when a student is absent and late.
- Provide information for students about acceptable absences and the evidence required to prove an acceptable absence.

This policy applies to all students undertaking the Bachelor of Traditional Chinese Medicine (BTCM) at Sydney Institute of Traditional Chinese Medicine (SITCM).

1   OVERVIEW

Sydney Institute of Traditional Chinese Medicine (SITCM) is committed to the fair and equitable treatment of all students. It is a requirement of SITCM that students maintain a satisfactory level of attendance to progress through the Bachelor of Traditional Chinese Medicine (BTCM) course. Students are responsible for their own attendance. However, students will be monitored by SITCM and students identified as AT RISK from not maintaining a satisfactory level of attendance will be notified.

2   POLICY

2.1   STUDENT ATTENDANCE REQUIREMENT
1) On enrolment, students commit and agree to adhere to a course inclusive of all requirements and obligations set by SITCM.
2) The requirements and obligations for students set by SITCM are created to protect the integrity of the course, ensure fairness for all students, create an educational benchmark with systematic delivery and assessment of programs.
3) Students are required to attend for a minimum number of contact hours per unit.

2.2   MINIMUM STUDENT ATTENDANCE
1) Students must attend 80% of contact hours per UNIT.
   a. Students with acceptable absences must attend a minimum of 50% of contact hours per unit.
2) Students must attend 100% of CLINIC contact hours.

2.3   MONITORING ATTENDANCE
1) Students must sign in and sign out of each class (including clinical hours) on the *Attendance Sheet*.
   a. Students who forget to sign in and out during class time can complete the *Verification of Lecture Attendance Form*. This must be submitted to the office within 7 (seven) business days of the class. Any *Verification of Lecture Attendance Form* submitted later than 7 business days of the class will NOT be accepted.
   b. Students who do not sign in and out of each class will be recorded as absent.
2) Lecturers confirm attendance and initial the *Attendance Sheet* weekly.
3) The lecturers place the *Attendance Sheet* in the Attendance Sheet cabinet.
4) The staff member tasked with attendance will collect and collate the attendance records and enter them in the electronic Roll Book.

2.4   ACCEPTABLE ABSENCE
1) Students who have an acceptable absence may have their attendance record adjusted to reflect this.
2) Students must complete a *Student Absenteeism Form* and provide supporting documentation.
3) Supporting documentation must be provided to the SITCM office.
4) The Course Coordinator or other nominated staff member will assess the documentation.

2.4.1   STUDENT ABSENTEEISM FORM
1) Students who wish to apply for an acceptable absence must complete a *Student Absenteeism Form*.
2) The *Student Absenteeism Form* and supporting documentation must be provided to the SITCM office within 7 (seven) business days of the absence.

2.4.2   SUPPORTING DOCUMENTATION
1) Students with medical conditions that explain their absence must include one of:
   a. Completed *Attendance Medical Application Form*.
   b. Completed Medical certificate that includes:
      i. Name, register number and contact details of the medical practitioner.
      ii. The date and place the medical examination took place.
   c. An explanatory note that explains the student's absence. The explanatory note must include:
      i. Name, organisation and contact details of the person providing the note.
      ii. The reason(s) why the student was absent.
2) Supporting documentation must be provided within 7 (seven) business days of the absence.

a. Supporting must be submitted to the SITCM administration office.
b. If the student is not able to submit the supporting documentation in person, a scan of the documentation must be emailed to the office within 7 (seven) business days of the absence.
c. The original documentation must be submitted to the office once the student has returned to SITCM.
d. If the student fails to submit the supporting documentation within 7 (seven) business days of the absence, the supporting documentation will NOT be accepted.

2.4.3   CRITERIA FOR ACCEPTABLE ABSENCE
Criteria when considering an acceptable absence include (but is not limited to):
1) The supporting documentation.
2) The severity of the event.
3) The student's attendance record in all units in the BTCM course.

2.4.4   OUTCOMES FROM AN APPLICATION FOR ACCEPTABLE ABSENCE
1) A student with an acceptable absence will have their attendance record adjusted.
    a. The absence will not count against the minimum attendance of 80% of contact hours in the unit.
    b. The absence will be recorded on the *Attendance Sheet* as:
        i. Medical Certificate – 'MC'
        ii. Acceptable Absence – 'AA'
2) A student with an unacceptable absence will be marked as absent.

2.5   CLINIC ATTENDANCE
1) Attendance at Clinic is compulsory, and Students must sign in and sign out on the *Attendance Sheet*.
2) If a student is unable to attend a scheduled session due to illness or other circumstances, the Clinic Replacement Manager must be advised before the rostered day.
    a. Supporting documentation must be provided to the Clinic Replacement Manager within 7 (seven) business days of the absence.
3) If a student is unable to attend on the day due to illness or other circumstances, they must contact the Clinic Replacement Manager (via phone or email on weekdays and via email on the weekends) and Clinic Supervisor (via phone or email weekends only) before their scheduled shift. The supporting documentation must be provided to the Clinic Replacement Manager within 7 (seven) business days of the absence.
    a. Students who do not contact the Clinic Replacement Manager (weekdays) and Clinic Supervisor (weekends only) when they are absent will receive a 1 (one) to 3 (three) week(s) suspension from attending the Clinic depending on availability in the clinic roster.
4) A student may transfer to an alternative clinic session with the approval of the Clinic Replacement Manager.

2.6   LATENESS OR LEAVING EARLY
It is imperative that all students know that arriving late or leaving early has an impact on a student's overall unit attendance.

2.6.1   LATENESS
1) Students who arrive late to class by half an hour (30 minutes) to 2 (two) hours will be penalised by 50% of that class attendance.
2) Students who arrive late to class by more than 2 (two) hours will be marked as absent and receive 0%.
3) Students who turn up late to class within half an hour (30 minutes) will not normally be penalised.
   a. However, students who continually turn up late for a class within half an hour (30 minutes) will be penalised.
   b. Students who turn up late for class with half an hour (30 minutes) more than 3 (three) times will be penalised by 50%.

2.6.2   LEAVING EARLY
1) Students who leave class early by half an hour (30 minutes) or more will be penalised by 50% of that class attendance.
2) Students who leave class early by half an hour (30 minutes) or less will not normally be penalised.
   a. However, students who continually leave class early by half an hour (30 minutes) or less will be penalised.
   b. Students who leave class early by half an hour (30 minutes) more than 3 (three) times will be penalised by 50%.

2.7   STUDENTS AT RISK
1) Any student who has missed two classes or the equivalent of two classes will be deemed AT RISK.
2) The staff member tasked with monitoring attendance will notify students AT RISK that they are in danger of not meeting the 80% attendance per unit.
   a. This will be done via email.
   b. The staff member may contact the student informally, but this contact must be followed up with an email.
3) Students deemed AT RISK may be required to attend an interview with the Academic Dean (or other nominated staff member).
   a. Students may request an interview with the Course Coordinator (or other nominated staff member).
4) The purpose of this interview is to ensure that the student is fully aware of their responsibilities regarding attendance while also providing the student with the opportunity to discuss and determine a solution to any issues or circumstances that are affecting their attendance.
5) Students who are AT RISK of not meeting the 80% minimum attendance requirement per unit may be placed on an academic learning plan. For further information please see the *Student Progression and Exclusion Policy and Procedure*.

2.8   PARTICIPATION
1) Students are expected to participate actively in class discussions and activities.
2) Students must not:
   a. Sleep in class.
   b. Listen to music via headphones.
   c. Use their mobile phone or computer for non-class use.
   d. Distract other students.

2.9   ATTENDANCE TABLES

2.9.1   ATTENDANCE LEVELS

Minimum attendance	Action
≥ 80%	No action is required by the student.
50 – 79%	The student is required to provide an explanation for their absence(s) from class. Students should submit their explanations with appropriate supporting documents. If no supporting documentation for an accepted absence is provided a Fail grade will be awarded for the unit.
0 – 49%	A Fail grade will be awarded for the unit.

2.9.2   ATTENDANCE RECORDING KEY

Category	Attendance Parameters	Attendance Calculation
Present **P**	Students present for 100% of the class.	100% of class time is recorded.
Absent **X**	Student was absent for 100% of the class. Student arrived 2 (two) hours or more after the start of class. Student left 2 (two) hours or more before the end of class.	0% of class time recorded.
Late **L**	Student arrived more than half an hour (30 minutes) late to 2 (two) hours late for class.	50% of class time recorded.
Leaving Early **E**	Student left class 2 (two) hours to half an hour (30 minutes) early.	50% of class time recorded.
Medical Certificate **MC**	Student unable to attend class due to a medical condition.	Absence is not recorded against the minimum 80% attendance requirement.
Acceptable Absence **AA**	Student unable to attend class due to an Acceptable Absence.	Absence is not recorded against the minimum 80% attendance requirement.

3   RELATED POLICY AND OTHER DOCUMENTATION

1) A1.09 Student Progression and Exclusion Policy and Procedure.
2) F1.34 Attendance Medication Application From.
3) F1.35 Verification of Lecture Attendance Form.
4) F1.36 Attendance Sheet.
5) F1.37 Student Absenteeism Form.