



Language Centre Attendance Policy

Purpose

To promote the full attendance and academic success of students in all University of Otago Language Centre courses.

Rationale

The University of Otago Language Centre has a contract with enrolled students to improve their level of English. The University of Otago Language Centre has an obligation to Immigration New Zealand to ensure that international students on Student Visas attend class. The University of Otago Language Centre must meet its contract and visa obligations.

Guidelines

1. Students are expected to attend all classes to improve their English.
2. Attendance will be monitored on a weekly basis.
3. When a student through their poor attendance, is not enabling the University of Otago Language Centre to meet its contract obligations, then the contract with the student may be terminated.
4. When a student has very poor attendance in one term, he/she may be placed on a special attendance contract for the subsequent term.

Non attendance

Students who are not attending class will go through the following process.

1. If a student misses more than 5 Options classes without an adequate excuse they may receive a warning letter.
2. Students who are absent for more than 10 classes in any one term, (without an adequate excuse) may be given a FIRST WARNING LETTER. This letter, along with a copy of this attendance policy may be sent to fee payers, scholarship providers or sponsors.
3. Students who are absent for more than 20 classes in any one term, (without an adequate excuse) will be interviewed by the Student Support Officer and the Academic Dean. If no reasonable excuse is offered at this interview, then the student will be given a FINAL WARNING LETTER. This letter, along with a copy of the attendance policy will be sent fee payers, scholarship providers or sponsors.
4. Students who are absent for more than 25 classes in any one term, (without an adequate excuse or medical certificate) may be withdrawn from the University of Otago Language Centre with no refund of fees.
5. The University of Otago Language Centre and Foundation Year reserves the right to withdraw a student if their total absences, including explained absences (such as medical certificates or ringing our office) exceeds 45 classes in any one term. This will be done in consultation with the student.

6. Student attendance will be recorded as a percentage on all reports issued to the student or to fee payers, scholarship providers or sponsors.