ATTENDANCE POLICY AND PROCEDURE

Sydney Institute of
Traditional Chinese Medicine

Attendance Policy and Procedure	
Code: A1.21	Area: Academic
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Policy Developer/Reviewer: CEO	Review date: 19 Feb 2028

VERSION HISTORY

Version	Updated by	Approval Date	Details
1.0	AB	08 Mar 2018	New document.
1.1	PRG	29 Oct 2019	Minor change prohibiting the use of pharmacy certificates as acceptable medical certificates.
1.2	PRG	28 Jan 2020	Minor changes to Section 2.7 (Students at Risk).
1.3	AB	24 Nov 2020	Removed lecture and tutorial attendance requirements, added clear penalties for breach of clinic attendance/punctuality requirements, reduced deadline to provide supporting docs from 7 to 5 business days.
1.4	AB	1 Apr 2022	Attendance requirements provided for designated tutorials.
1.5	AB	19 Feb 2025	Scheduled review with no changes.

PURPOSE AND SCOPE

The aim of this policy is to:
- Outline attendance requirements for students and define "absent" and "late".
- Provide information about how attendance is monitored.
- 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. Students must maintain a satisfactory attendance level to progress through the Bachelor of Traditional Chinese Medicine (BTCM) course.

This policy is informed by the *Higher Education Standards Framework (Threshold Standards) 2021*, in particular Standard 1.3 Orientation and Progression.

2   POLICY

2.1   ATTENDANCE REQUIREMENTS
1) Students are required to attend all rostered clinic sessions for each unit with a clinic component, as identified in applicable *Unit Guides*.
   a. Rostered clinic sessions are assigned through the *Clinic Roster* that is developed in accordance with Section 3.1 (Clinic Roster Development)
   b. Every time a student does not attend a rostered clinic session:
      i. The student must attend a make-up session of equal duration, as a student cannot complete a unit with a clinic component until they have completed all required clinic hours as specified in the *Unit Guide*; and
      ii. 5% of the maximum allowable grade for the relevant clinical assessment will be deducted using the process outlined in Section 3.2 (Monitoring for Clinic Sessions), unless:
         1. Section 2.2 (Acceptable Absence) applies and the student notifies the Clinic Manager (on weekdays) or Clinic Supervisor (on weekends) in writing before their scheduled session begins; or
         2. The student privately finds another student to replace them in the session, and notifies the Clinic Manager in writing before the session begins.
2) Students are required to attend at least 80% of all tutorials with mandatory attendance, as identified in applicable *Unit Guides*.
   a. If Section 2.2 (Acceptable Absence) applies, the student is still required to attend at least 60% of tutorial classes.
   b. A student who does not meet the attendance requirement for tutorials with mandatory attendance in a unit will fail that unit.
3) Students are strongly encouraged but not required to attend all other classes for their enrolled units.
   a. If a unit includes "Tutorial Attendance and Participation" as a formative assessment item, students who do not attend at least half of all tutorials will fail the unit as per the *Student Assessment Policy and Procedure*, unless the *Special Consideration and Extension Policy and Procedure* or the *Student Academic Support Policy and Procedure* applies.
   b. If a unit requires an assessment to be completed during class time (e.g., in-class practical test), failure to attend the class(es) will result in a mark of 0 unless the *Special Consideration and Extension Policy and Procedure* or the *Student Academic Support Policy and Procedure* applies.
4) Adherence to attendance requirements is monitored as per Section 3.2 (Monitoring for Clinic Sessions) and Section 3.3 (Monitoring for Tutorials with Mandatory Attendance).

2.2   ACCEPTABLE ABSENCE
1) Students who have an acceptable absence will have their attendance record adjusted to reflect this.
2) Students must apply for acceptable absence by submitting, within five (5) business days of the absence, a *Student Absenteeism Form* and supporting documentation to the assessor, who is:
   a. The Clinic Manager (for clinic sessions); or
   b. The Administration Office (for tutorials with mandatory attendance).

3) The assessor determines whether the absence meets the requirements of Section 2.2.1 (Criteria for Acceptable Absence) and updates the attendance record as necessary.

2.2.1 CRITERIA FOR ACCEPTABLE ABSENCE

1) An absence is acceptable if it is supported by one of the following:
   a. A completed medical certificate that:
      i. Names the student, or a dependent of the student, as the person who received the medical examination.
      ii. Includes the name, register number and contact details of the medical practitioner.
      iii. Includes the date and place the medical examination took place.
      iv. Shows that the medical practitioner is of the opinion that the student should not have attended/be required to attend a clinic session for medical reasons.
   b. A relative's death certificate.
   c. An official document showing a legal, military or elite cultural/sporting commitment.
   d. Other documentation that the assessing staff member determines justifies acceptable absence.
2) A pharmacist certificate is not accepted by SITCM as supporting documentation.
3) In determining what justifies acceptable absence, the assessing staff member will consider the following (this list is not exhaustive):
   a. The supporting documentation.
   b. The severity of the event.
   c. The student's attendance record in all units in the BTCM course.

2.3 LATENESS OR LEAVING EARLY

1) This section applies to every student who arrives late or leaves early from any class that has an attendance requirement, unless the absence is determined to be an acceptable absence in accordance with Section 2.2 (Acceptable Absence).

2.3.1 CLINIC SESSIONS

1) Students who miss more than two (2) hours of a 4.5-hour clinic session due to lateness and/or leaving early will be marked as absent.
2) Students who miss between half an hour and two (2) hours of a 4.5-hour clinic session due to lateness and/or leaving early will have 50% of that session attendance not counted.

2.3.2 TUTORIALS WITH MANDATORY ATTENDANCE

1) Students who miss more than one (1) hour of a two-hour tutorial due to lateness and/or leaving early will be marked as absent.
2) Students who miss between fifteen minutes and one (1) hour of a two-hour tutorial due to lateness and/or leaving early will have 50% of that class attendance not counted.

2.4   ATTENDANCE TABLES FOR UNITS WITH MANDATORY ATTENDANCE

2.4.1   ATTENDANCE LEVELS

Minimum attendance	Action
≥ 80%	No action is required by the student.
60 – 79%	The student is required to provide an explanation by submitting a completed *Student Absenteeism Form* with supporting documentation for their absence(s) from class. If no completed *Student Absenteeism Form* with 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.

2.4.2   ATTENDANCE RECORDING KEY

Category	Attendance Parameters	Attendance Calculation
Present **P**	Student was present for 100% of the class.	100% of class/clinic time recorded.
Absent **X**	Student was absent for 100% of the class; Student missed more than two hours of the clinic session; or Student missed more than one hour of the tutorial.	0% of class/clinic time recorded.
Late **L**	Student arrived at the clinic session between half an hour and two hours late; or Student arrived at the tutorial between fifteen minutes and one hour late.	50% of class/clinic time recorded.
Leaving Early **E**	Student left the clinic session between half an hour and two hours early; or Student left the tutorial between fifteen minutes and one hour early.	50% of class/clinic time recorded.
Acceptable Absence **AA**	Student was unable to attend session but has an acceptable reason for the absence.	The student receives no penalty but, in the case of clinic sessions, must reschedule the session that they were absent from.

3   PROCEDURE

3.1   CLINIC ROSTER DEVELOPMENT
1) The Clinic Manager (non-academic) sends all clinic students an email asking which sessions they would like to be rostered on.
2) After allowing at least one week for students to respond, the Clinic Manager (non-academic) creates a draft eight-week *Clinic Roster* and sends it to all clinic students for feedback.
3) After allowing at least one week for students to respond, the Clinic Manager (non-academic) updates the roster to address student concerns, insofar as reasonably possible, and then emails a finalised *Clinic Roster* to all students.
4) Students who do not attend their rostered sessions are penalised in accordance with Section 2.1 (Attendance Requirements).

3.2   MONITORING FOR CLINIC SESSIONS
1) The Clinic Manager (non-academic) places the *Weekly Roster* in the Clinic Reception before the start of the session.
2) Students sign in and sign out of the session using the *Weekly Roster*.
3) At the end of the session, the Clinic Supervisor confirms attendance and initials the *Weekly Roster*.
4) The Clinic Manager (non-academic) uses the *Weekly Roster* data to record all absences into the *Clinic Absenteeism Register*.
5) The Clinic Manager (non-academic) provides the *Clinic Absenteeism Register* to Clinic Supervisors when it is time for them to grade any student's clinic performance, so that Section 2.1.1(3)'s 5% penalty per absence requirement can be implemented.
6) The Clinic Manager (non-academic) confirms that each student has completed the required number of clinic hours and cases before they can complete the clinic unit.
7) The Clinic Manager presents the *Clinic Absenteeism Register* at every Executive Management Group meeting for review.

3.3   MONITORING FOR TUTORIALS WITH MANDATORY ATTENDANCE
1) The Tutor arrives on campus, takes an *Attendance Sheet* from the Administration Office and places it in a location within the classroom that will be clearly visible to all students.
2) Students sign in and sign out of the tutorial using the *Attendance Sheet*.
    a. If a student forgets to do this, they must submit a *Verification of Lecture Attendance Form* to the Administration Office within seven (7) calendar days of the class to avoid having the absence permanently recorded.
3) At the end of the tutorial, the Tutor confirms attendance and initials the *Attendance Sheet*.
4) The Tutor places the *Attendance Sheet* in the Roll Book filing cabinet below the printer in the Academic Staffroom.
5) The Administration Office reviews all attendance sheets for that unit at the end of semester to ensure that only students who met the attendance requirements pass the unit.

4   RELATED POLICY AND OTHER DOCUMENTATION
1) Higher Education Standards Framework (Threshold Standards) 2015.
2) Student Assessment Policy and Procedure.

3) Special Consideration and Extension Policy and Procedure.
4) Student Academic Support Policy and Procedure.
5) Acceptable Absence Register
6) Clinic Roster.
7) Weekly Roster.
8) Clinic Absentee Register.
9) Student Absenteeism Form.
10) Attendance Sheet.
11) Verification of Lecture Attendance Form.