

The Bader International Study Centre Policy

Attendance

Date created: 20/07/2015

Date revised: 18/07/2019

POLICY

Category:	Academic	
Name:	Attendance	
Approval:	Curriculum Committee	
Responsibility:	Deputy Academic Director	
Dates:	Approved:	20 July 2015
	Last Revised:	18 July 2019

Definitions:	
Term:	Meaning:
Academic Consideration	Academic consideration refers to an action or actions taken by an instructor or the Arts & Science Faculty Office, in response to a student with an extenuating circumstance. Academic consideration includes but is not limited to: an excused absence, a deferral, an extension, a modified schedule for assignments, projects, labs, or placements, an alternative assignment, a re-weighting of term marks, permission for an incomplete grade, or other consideration deemed appropriate by the Arts & Science Faculty Office.
Attendance	Physical (or virtual, by prior agreement) presence of the student at a scheduled contact.
Participation	Class engagement, as defined by the participation rubric of each course.
Scheduled contact	Timetabled classes (lectures, seminars, labs, etc.); timetabled experiential learning opportunities (on- and off-site); scheduled mandatory office meetings or other pre-arranged meetings between students and course instructors (physical or virtual); pre-arranged meetings between students and academic administrators.

Purpose:
To provide clear guidance on attendance to scheduled contacts at the Bader International Study Centre.

Scope:
The Bader International Study Centre (BISC)'s Attendance Policy is intended to guide students in fulfilling their learning potential. In addition, the BISC has a legal duty to report non-European Economic Area (non-EEA) students with Tier 4 visas to UK Visas and Immigration (UKVI) when the student has missed 10 consecutive scheduled contacts. The BISC has an additional obligation to report to UKVI any other changes that may affect the terms of an international student's visa. This



includes reporting failure to register, reporting withdrawals (both enforced and unenforced), and leaves of absence.

Policy:

Attendance Guidelines for Students and Staff

Students are expected to attend all scheduled contacts.

Attendance is taken at the beginning of every class and on- or off-site experiential learning opportunity. The BISC does, however, understand that there are occasions in which circumstances beyond a student's control result in a student being unable to attend a scheduled contact.

- Short-term absences (a maximum of two consecutive classes) will be discussed directly with the course instructors. In case of illness, the student is encouraged to contact their course instructors before missing class, if possible. In addition, it is recommended that the student attend the instructor's office hours to make sure they understand the material they have missed.
- In cases of illness or other extenuating circumstances that cause students to miss an academic assessment or deadline, students should refer to the Queen's Academic Considerations Policy [<https://www.queensu.ca/artsci/accommodations>] and, if appropriate, submit a request for Academic Consideration via the online portal [<https://webapp.queensu.ca/artsci/acrp/>]. Note that only one request without professional documentation can be made in each academic year.
- In circumstances where a student has missed several scheduled contacts over a short time period or is showing a pattern of significant levels of absence, the student will be contacted by the Attendance Supervisor and referred to an Academic Advisor.

Considerations

- If more than ten consecutive scheduled contacts are missed, then the BISC will need to consider reporting the student to the UKVI for violation of their visa agreement.
- It always remains the responsibility of the student to catch up on any work they have missed. Even with legitimate absences, it should be understood that regular absences are likely to have a significant impact on the student's ability to participate and can thus have a detrimental effect on the student's academic standing.



POLICY

Responsibilities:	
Contact Officer(s):	Responsible for:
Academic Administrator	Digitising and filing attendance sheets; sending weekly attendance reports to Attendance Supervisor and Academic Administrators; uploading the Attendance Policy to the BISC homepage.
Administration Office Manager	Reporting students to UKVI if they have violated their Tier-4 visa agreement.
Attendance Supervisor	Liaison with Administration Office for broad attendance oversight; direct contact with students who have missed several scheduled contacts over a short period of time; referral to Academic Advisors.
Deputy Academic Director	Distribution of the Attendance Policy to all instructors and students at the start of every term.

Date for Next Review:	July 2019
Related Documents:	N/A.
Superseded by:	N/A.

