

STUDENT ADVOCACY & SUPPORT



MACQUARIE
University

Guide to Attendance at Macquarie University International College

If you study at MUIC, this guide explains your attendance requirements, and what to do if you receive a Notice of Intention to Report. This should be read in conjunction with the [Attendance Policy](#) / [Procedure – Macquarie University International College](#).

WHAT ARE MY ATTENDANCE REQUIREMENTS?

All Students Enrolled at MUIC

If you are enrolled in a program at MUIC, you should attend 100% of your scheduled contact hours. You can find your Scheduled contact hours in your Unit Guide, and you can check your attendance online through iLearn.

If you are experiencing difficulties and unable to attend class, you must:

1. Contact a [Student Adviser from MUIC](#) to ensure your course progression is not at risk, and/or
2. Contact [Student Wellbeing](#) so that support can be provided to you.

International Students Enrolled at MUIC

If you are an international student who is studying the Standard Foundation Program, it is a condition of your student visa that you meet attendance requirements.

If you fail to attend all your classes, you may be issued with a warning, a Notice of Intention to Report, or if your attendance does not improve, you may be reported directly to the Department of Home Affairs.

WHAT IS A NOTICE OF INTENTION TO REPORT?

A Notice of Intention to Report is issued if you are an international student studying the Standard Foundation Program and your attendance drops below 80%. This means that the university will report you to the Department of Home Affairs due to your poor attendance unless you appeal this decision successfully.

If your attendance drops below 70%, a report may be made to the Department of Home Affairs, without further warning or option to appeal.

IF I AM REPORTED, WHAT WILL THIS MEAN?

A report to the Department of Home Affairs will mean that you are not allowed to enrol in any units in your program for a 1-year period. This also may result in the cancellation of your student visa by the Department of Home Affairs.

It is recommended you speak with the Department of Home Affairs about how a Report for low attendance will impact your student visa:

P: 131 881

W: <https://immi.homeaffairs.gov.au/>

WHAT ARE THE GROUNDS TO APPEAL?

If you would like to appeal the decision, you may do so if:

- (a) You experienced Compassionate or Compelling circumstances that impacted upon you or your progress or attendance. You must submit evidence to verify the circumstances.
- (b) The procedure for dealing with the decision was not correctly followed.

A compassionate or compelling circumstance is one that is beyond your control and has an impact upon your wellbeing or progress in a program of study. You will need documentation (such as from your health professional) that demonstrates how your circumstances have impacted upon your ability to attend classes.

Examples of Compassionate/Compelling Circumstances include:

- Serious illness or injury
- Bereavement of close family members (such as parents or grandparents)
- Major political upheaval or natural disaster in home country requiring emergency travel
- Traumatic experience (such as involvement in, or witnessing a serious accident or crime)

To appeal a Notice of Intention to report you will need to explain to the university what the compassionate or compelling circumstance is that has impacted upon your studies (with evidence) OR explain what part of the procedure was not correctly followed.

You should also provide evidence of the difficulties you faced, and whether your situation has now improved. This evidence may be provided by your health professional or other relevant authority.

HOW DO I SUBMIT AN APPEAL?

Appeal to Associate Director, Governance and Administration

You have **20 working days** from the date you are sent the notification letter to appeal your decision.

Your appeal should be in letter format, with all supporting evidence attached. Follow the instructions in your letter to submit your appeal.

Review by Director, Macquarie University International College

If your appeal is not successful, you may request this decision to be reviewed by the Director, Macquarie University International College. You have **5 working days** from when you receive the initial decision to submit your request for review. It is recommended that you provide additional information and supporting evidence when requesting a review of the decision.

External Appeal

If your review is unsuccessful you may submit a complaint with the NSW Ombudsman. You must inform MUIC that your complaint has been submitted within 4 weeks of receiving the outcome of your appeal.

SUPPORT AVAILABLE

Feedback and support with your appeal

If you would like feedback on your application for extension of time, complete the [Student CARE MQ Referral form](#) select "Advocacy support" as the reason for referral, and attach your draft application (with evidence) to your submission.

Counselling Services

Tel: +61 2 9850 7497

AHH, Ground Floor, 16 University Avenue

wellbeing@mq.edu.au

If you need support with your overall mental health and wellbeing during this time you may like to get in touch with the [Counselling Service](#).



*This guide was prepared for you by the
Student Advocacy & Support Service.*

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