Guide to Notice of Intent to Report (Attendance) Appeals

This document is a guideline for MUIC students who wish to appeal the Notice of Intent to Report due to not meeting the attendance requirements.

For more information visit the https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policies/attendance-macquarie-university-international-college

WHY HAVE I BEEN ISSUED A NOTICE OF INTENT TO REPORT?
To prepare an appeal the first thing you need to do is understand why you have been asked to appeal.

If you are an international student who is studying the Standard Foundation Program, you must attend 100% of the scheduled contact hours each term. This is a condition of your student visa. You can find the scheduled contact hours in your Unit Guide. Additionally, you can view your attendance record for the units in your current term through iLearn (both actual and potential attendance).

If you are experiencing difficulties and unable to attend class, you must contact a Student Adviser at the time so that support can be provided to assist you in your studies.

If your potential attendance drops below 80%, you will be issued with a Notice of Intent to Report. If your potential attendance drops below 70% a report will be made to the Department of Home affairs without further warning.

IF I AM REPORTED WHAT WILL THIS MEAN?
A report to the Department of Home Affairs will mean that you are not able to enrol in further units 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 due to low attendance will impact your student visa:

P: 131 881

WHAT ARE THE GROUNDS TO APPEAL?
If you would like to appeal the decision, you may do so on the following grounds only:

(a) Compassionate or compelling circumstances impacted the student and/or their progress. The student must submit evidence to verify the circumstances.

(b) The procedure for dealing with the matter 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. These include, but are not limited to:

- serious illness or injury, where a medical certificate states that the student was unable to attend classes
- bereavement of close family members such as parents or grandparents (supported by documentation)
- major political upheaval or natural disaster in the home country requiring emergency travel when this has impacted on the student’s studies; or
- a traumatic experience which could include:
  - involvement in, or witnessing of a serious accident
  - witnessing or being the victim of a serious crime.
and which has impacted on the student (these cases should be supported by police or psychologists’ reports)

To appeal a Notice of Intent 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 from your health professional or other relevant authority.

**HOW DO I SUBMIT AN APPEAL?**

Please be aware that you have **20 working days** from the date you were sent the notification letter to appeal your decision.

Your appeal should be in letter format and addressed to:

Deputy Director,
Macquarie University International College
Macquarie University

It can then be submitted along with your supporting evidence by email to [muic.governance@mq.edu.au](mailto:muic.governance@mq.edu.au).

**SUPPORT AVAILABLE**

**Counselling Services**
9850 7497  
[wellbeing@mq.edu.au](mailto:wellbeing@mq.edu.au)  
AHH, Ground Floor, 16 University Avenue
If you need support with your overall mental health and wellbeing during this time you may like to get in touch with the Counselling Services.

**Student Advocacy and Support**
9850 6410  
[advocacy@mq.edu.au](mailto:advocacy@mq.edu.au)  
Level 2, 18 Wally’s Walk
If you would like feedback on your appeal, visit [Request for Help – Student Advocacy and Support](https://it-mqu.formstack.com/forms/studentadvocacyrequestforhelp)

For a comprehensive list of support services available to Macquarie University Students, visit: [https://students.mq.edu.au/support](https://students.mq.edu.au/support)