

# Attendance Procedure (MUIC) - Flowchart

	RESOURCES	ACTIONS	RESPONSIBILITY
ATTENDANCE REQUIREMENTS	<p>Attendance Policy (MUIC)</p> <p>Attendance Calculation</p> <p>Students' eCoE</p> <p>Intervention Strategy Fact Sheet</p>	<pre> graph TD     A([MUIC Students' attendance monitored]) --&gt; B[Attendance below expectation]     B --&gt; C[Intervention Strategy Activated and Monitored]     C --&gt; D{Has Student's attendance fallen below 90%?}     D -- NO --&gt; E([Enrolment continues])     D -- YES --&gt; F[Student issued with first warning letter*]     </pre>	<p>Student / MUIC Teaching Staff</p> <p>Student / MUIC Teaching Staff</p> <p>MUIC Student Services / MUIC Governance Team</p>
WARNINGS / REPORTING	<p>Attendance Policy (MUIC)</p> <p>Attendance Warning Letters</p> <p>Letters for Notice of Intention to Report</p>	<pre> graph TD     F --&gt; G[Student consults MUIC Student Services about options]     G --&gt; H[Intervention Strategy continues]     H --&gt; I{Has student's attendance fallen below 85%?}     I -- YES --&gt; J[Student issued with second warning letter*]     I -- NO --&gt; E     J --&gt; K{Has student's attendance fallen below 80%?}     K -- YES --&gt; L[Student will be issued with a Notice of Intention to Report, advised of next steps and Appeal Process*]     K -- NO --&gt; E     L --&gt; M{Student submits appeal?}     M -- YES --&gt; N[APPEAL / REVIEW by College Director / EXTERNAL REVIEW considered and outcome notified]     M -- NO --&gt; O([Student reported to Department of Home Affairs through PRISMS*])     </pre>	<p>Student / MUIC Student Services / MUIC Governance Team</p> <p>Student Advisor</p> <p>Student / MUIC Student Services / MUIC Governance Team</p> <p>Student / MUIC Student Services / MUIC Governance Team</p>
APPEALS	<p>Attendance Policy (MUIC)</p> <p>Attendance Appeals Procedure (MUIC) Flowchart</p>	<pre> graph TD     N --&gt; P{Appeal successful?}     P -- YES --&gt; Q[Student will not be reported to the Department of Home Affairs]     P -- NO --&gt; O     </pre>	<p>Associate Director, Governance and Administration / College Director / NSW Ombudsman</p>

\*Note – certain provisions within this Procedure concerning attendance warnings / Notice of Intention to Report / reporting to the Department of Home Affairs concern International students in the Standard Foundation Program only, as documented under Section 5.2 of the Attendance Policy – MUIC.