

Macquarie University College Attendance Procedure

Section 1 - Purpose

(1) To specify the actions required for monitoring and responding to attendance of students at Macquarie University College (The College) in accordance with the [Macquarie University College Attendance Policy](#).

Scope

(2) This Procedure applies to all international and domestic students undertaking studies at The College and comes into effect at the commencement of each term.

Section 2 - Policy

(3) Refer to the [Macquarie University College Attendance Policy](#).

Section 3 - Procedures

Responsibilities and Required Actions

Attendance Requirements

(4) The College teaching staff are responsible for recording student attendance in every class via [iLearn](#).

(5) The College Student Services team monitor attendance for all students during a term and liaise with the teaching staff to see whether a student's potential attendance has dropped to 80% of total scheduled contact hours.

(6) The College Student Services and Governance team will monitor attendance for international Standard Foundation Program students and will contact students who have missed more than three (3) consecutive days of class.

(7) Students considered 'at risk' of not meeting their attendance requirements will discuss intervention strategies with a Student Advisor.

Warnings / Reporting

(8) The College Governance team will send attendance warnings to international Standard Foundation Program students via their email / postal address once their potential attendance for their program falls below 90% and then at 85%.

(9) The student is to attend a meeting with a Student Advisor to discuss their options.

(10) If the student's potential attendance for their program falls below 80%, the Governance team will issue the student with a Notice of Intention to Report (subject to the student's circumstances).

(11) Should the student wish not to submit an appeal, or has exhausted all avenues for an appeal, the student will be reported via [PRISMS](#).

Appeals

(12) Appeals can be made to the Associate Director, Learning and Teaching within twenty (20) days of the Notice of Intention to Report. An unsuccessful appeal can be submitted for review to the Director, Macquarie University College.

(13) After the internal right of appeal specified in this Policy is exhausted, a person in respect of whom a decision has been made may complain to the [NSW Ombudsman](#) about the decision under the [Ombudsman Act 1974](#) of New South Wales.

(14) Where a student's appeal is not successful, or the student chooses not to appeal, or the student has exhausted all avenues of appeal (including review by the Director, Macquarie University College), or has not notified the University of their intent to lodge a case with the [NSW Ombudsman](#), the University will report the student through [PRISMS](#) for not meeting attendance requirements.

(15) There is an [Attendance Procedure \(MUIC\) Flowchart](#) and an [Attendance Appeals Procedure \(MUIC\) Flowchart](#) available for this Procedure.

Section 4 - Guidelines

(16) Nil.

Section 5 - Definitions

(17) Commonly defined terms are located in the University [Glossary](#). Definitions specific to this Procedure are contained in the accompanying [Macquarie University College Attendance Policy](#).

Status and Details

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Effective Date	6th September 2021
Review Date	6th December 2021
Approval Authority	Deputy Vice-Chancellor (Academic)
Approval Date	31st August 2021
Expiry Date	25th July 2022
Responsible Executive	Rorden Wilkinson Deputy Vice-Chancellor (Academic)
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