



**Appeal against
recognition of prior
learning, recognition
of current competency
and credit transfer
– College Appeals
Committee**

PERSONAL DETAILS

Please complete using blue or black ink.

Student no.	Date of birth (dd/mm/yyyy)

Title (Mr, Ms, Miss, Mrs) Family name	Given name

Program name	Program code

School	Student contact number/email address

Academic career: <input type="checkbox"/> Prep <input type="checkbox"/> TAFE <input type="checkbox"/> Undergraduate <input type="checkbox"/> Postgraduate <input type="checkbox"/> Research	
Are you an onshore international student? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Please read page 2 information prior to completing this form.

IMPORTANT INFORMATION

- The address supplied on this form (refer Section A) will be used for all correspondence related to your appeal. This address may be different from the mail or home address recorded by RMIT University.

If you wish to update/change your address, telephone number and/or emergency contact information held by RMIT, log in to myRMIT at www.rmit.edu.au/myrmit and select the **Enrolment Online** link. Select the **My student record** button. Under **Personal details**, select **Home address** or **Mailing address** to update any addresses and select **Mobile phone** to update any telephone numbers.
- When appealing a recognition of prior learning (RPL), recognition of current competency (RCC) or credit transfer decision this form must be completed and submitted within 20 working days of notification of the decision.
- Read the University policy and procedures governing credit and appeals available from www.rmit.edu.au/policies.
- Appeals will only be heard where the relevant Pro Vice-Chancellor (or nominee) is satisfied that your application meets one of the grounds for appeal. (Refer to Stage 2 on page 2.)
- Advice regarding the appeals process may be sought from
 - the relevant Secretary of the College Appeals Committee
Business College, tel. +61 3 9925 5680
Design and Social Context College, tel. +61 3 9925 2226
Science, Engineering and Health College, tel. +61 3 9925 9780
 - RMIT Student Union (www.su.rmit.edu.au) tel. +61 3 9925 5004

SECTION A – Contact address – Please supply an address where you can be contacted for the duration of the appeal process (please print clearly).

Number	Street		
_____	_____		
Suburb	State	Country	Post code
_____	_____	_____	_____

If you need to change this address while your appeal is being processed, please contact the Secretary of your College Appeals Committee.

SECTION B – Appeal information

Subject area Catalogue number Course name

_____	_____	_____
_____	_____	_____

You must:

- provide a copy of your original application and the outcome advice
- indicate the reason/s for your appeal (refer page 2)
- provide a detailed account in support of your appeal
- include an account of the review with the head of school (or nominee) (Stage 1 on page 2 – provide an explanation if you have been unable to complete this stage)
- attach copies of any supporting documentation you wish the committee to consider
- include a list of all documents you have included
- lodge this form no later than 20 working days from the date of notification of the decision.

You can only appeal if you can provide evidence that you have grounds of appeal as specified in the *Credit transfer procedure* and the *RPL and RCC procedure*.

If space is insufficient, please attach additional page/s and write 'see attached' in this section.

SECTION C – Student declaration

I declare the information provided in this application is accurate and I have read and understand the information relating to the appeals process provided on page 2 of this form.

Student signature _____ Date _____

Office use only
College date stamp

Students may use this form to appeal the outcome of an recognition of prior learning (RPL), recognition of current competency (RCC) or credit transfer application for one or more courses.

In order to appeal you must first have followed the process outlined below:

Stage 1 – Review of RPL, RCC or credit transfer decision – school level

If you wish to appeal against an RPL, RCC or credit transfer decision, you must first seek a review of the decision with the school.

A formal appeal must be submitted within 20 working days of the notification of outcome. You must complete the review stage within this time or you will miss the appeal deadline.

If you believe the outcome of the review has not resolved the issue and that the grounds of appeal exist, you are entitled to appeal to the College Appeals Committee.

Stage 2 – Appeal against outcome of RPL, RCC or credit transfer to College Appeals Committee

You are entitled to appeal an outcome of RPL, RCC or credit transfer to the College Appeals Committee under the following circumstances:

- a) where you have evidence that grounds of appeal exist, and
- b) you are able to demonstrate that you have followed the provisions of Stage 1 but believe that the issue has not been resolved at the school level.

Important note

The Pro Vice-Chancellor (or nominee) will decide whether the application satisfies the eligibility criteria defined in the relevant policy to determine whether the appeal can proceed.

- (i) Where the eligibility criteria are deemed to have been met the Pro Vice-Chancellor (or nominee) will approve the request and arrange for a hearing of the College Appeals Committee.
- (ii) Where the eligibility criteria are deemed not to have been met the Pro Vice-Chancellor (or nominee) will deny the request and advise the student accordingly, including the reasons for the determination. This communication will also advise the student of their right to seek a review of the decision with the Ombudsman Victoria.

Get help

RMIT Student Union employs student rights officers and publishes a student rights kit to help you with your appeal. Contact details are available from www.su.rmit.edu.au.

Checklist

- | |
|---|
| <input type="checkbox"/> I have sought or attempted to seek a review with the school and I have attached documents to demonstrate this. |
| <input type="checkbox"/> I have met the grounds for appeal (page 1) and addressed these in my submission. |
| <input type="checkbox"/> I have attached copies of all my supporting documentation, including a list of documents. |

Submission

Submit pages 1 and 2 of this form together with any supporting documentation to your college office (Office of the Pro Vice-Chancellor), addressed to the 'Secretary – College Appeals Committee'.

Business – Business Central, Building 80, Level 7, email: bus.appeals@rmit.edu.au

Design and Social Context – Building 101, Level 10, email: dsc.appeals@rmit.edu.au

Science, Engineering and Health – Building 14, Level 12, email: seh.appeals@rmit.edu.au.