

Information sheet

This form is to be completed by

Students in RMIT research programs who wish to appeal against the outcome of a thesis/project examination. You may appeal **only** where there is evidence of a breach of regulation, policy or procedure that has had a meaningful impact on the outcome of the examination.

Eligibility and time lines

1. You **must** be a student in a research program and have received formal notification of the outcome of a thesis/project examination **before** lodging an appeal against the final result.
2. Your appeal submission cannot be accepted without a completed *Appeal against the outcome of a thesis/project examination by a student in a research program – University Appeals Committee* form.
3. In order to protect University IT systems and the integrity of your appeal submission, the completed appeals form and documentary evidence will only be accepted if submitted by email in PDF or JPG format. If you believe the circumstances of your appeal require submission via an alternative format, please immediately contact the UAC secretariat for advice.
4. If you wish to support your appeal with evidence that is in a language other than English, you must provide an English translation of the document by a NAATI-accredited translator.
5. The completed form (with supporting documentation) must be submitted to ensure delivery within 20 working days from the date of the formal notification of the outcome (see page 3 of the appeal form for submission details).
6. Late appeal applications cannot be accepted.

What will happen next? Will I be granted a hearing of the University Appeals Committee?

In lodging an appeal you are requesting a hearing of the University Appeals Committee to consider your appeal against the outcome of a thesis/project examination by a student in a research program.

Following receipt of a complete appeal submission, the Academic Registrar (or nominee) will, within 20 working days, decide whether your application satisfies the ground of appeal; whether you have clearly identified the University regulation, policy or procedures that have been breached; and whether you have provided evidence of how the breach has had a meaningful impact on the outcome of the examination.

Where the eligibility criteria have been deemed:

- (a) to have been met, a hearing of the University Appeals Committee will be arranged and you will be notified of the date and time accordingly
- (b) not to have been met, your request for a hearing will be denied and we will advise you accordingly. This communication will explain the reasons for the determination and also advise you of your right to seek an external review of the decision.

Communication

Your RMIT student email account will be used for correspondence related to your appeal.

Further assistance

For advice on the appeal process or how to complete the form contact:

University Appeals Committee Secretariat

Tel. +61 3 9925 8846/8862/8964

Email: universityappeals@rmit.edu.au

Assessment, Academic Progress and Appeals regulation, Part 4,
University Appeals Committee at www.rmit.edu.au/policies.

RMIT Student Union www.su.rmit.edu.au

To make an appointment with a student rights officer, tel. +61 3 9925 5004 or email student.rights@rmit.edu.au.

We strongly recommend that you read the University regulations, policy and procedures governing higher degrees by research and student appeals. Refer to www.rmit.edu.au/policies/academic.

Information supplied as part of your appeal submission will be treated in a confidential manner in accordance with the RMIT Privacy policy and the provisions of other relevant state and federal government information handling acts, regulations and statutes. Refer to www.rmit.edu.au/privacy.

Section E – Supporting documentation/evidence

You are required to establish a case against the decision and to provide documentary evidence to support the grounds of appeal you have selected. All timely appeals will be considered fully complete upon submission. If you need to support a timely appeal with further evidence which **cannot** be provided with this appeal submission, you must obtain prior approval from the UAC secretariat.

If you wish to support your appeal with evidence that is in a language other than English, you must provide an English translation by a NAATI-accredited translator.

Section F – Student declaration

I declare that the information provided in this application is accurate. I have read and I understand the information about the appeals process on this form and confirm the following:

1. I am a student in a research program and have received formal notification of the outcome of a thesis/project examination **before** lodging an appeal against the final result. My appeal submission is lodged to ensure delivery within 20 working days from the date of the formal notification of the outcome.
2. I have addressed the ground of appeal (see Section C) and provided evidence where applicable.
3. This appeal is lodged fully complete. If I need to submit additional evidence which cannot be provided with this appeal submission I will obtain prior approval from the UAC secretariat.
4. I understand that if I do not meet the eligibility criteria my appeal submission will not proceed to a hearing of the University Appeals Committee.

Office use only
University Appeals Committee
stamp

Student signature _____

Date (dd/mm/yy) _____

Submission

You are required to complete Sections A to F and submit pages 2 and 3 of this form, together with any supporting documentation.

You must ensure that your appeal is submitted to ensure delivery within 20 working days from the date the notice of exclusion was sent by the Academic Registrar.

Late appeal applications cannot be accepted.

Address your appeal to: The Secretary – University Appeals Committee
Academic Registrar’s Group, RMIT University

Submit your appeal:

- by email to universityappeals@rmit.edu.au in PDF or JPG format
- by hand delivery to Building 88, Level 8, 440 Elizabeth Street, Melbourne 3000.