

Appeal against the outcome from a College Appeals Committee application – University Appeals Committee

Information sheet

This form is to be completed by

Students who have received an outcome from a College Appeals Committee application and wish to appeal against the decision to the University Appeals Committee.

Submission requirements

Subject to limited exceptions, the outcome from a College Appeals Committee application is final and cannot be used as the basis for a further review. You may only appeal against the outcome of a College Appeals Committee application where there is evidence of a breach of University regulation, policy or procedure by the college that had a meaningful impact on the outcome of your application.

Prior to making this appeal submission you must

- have received an outcome from a College Appeals Committee application via your student email account and
- lodge the completed appeal form (with supporting documentation) to ensure delivery within 10 working days from the date of the outcome advice (see page 3 of the appeal form for submission details).

Appeal applications which do not comply with the above submission requirements cannot be accepted by the University Appeals Committee secretariat and will be deemed automatically ineligible for consideration.

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.

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 College Appeals Committee application.

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; that you have clearly identified the University regulation, policy or procedures that have been breached by the college; and, whether you have provided evidence of how the breach had a meaningful impact on the outcome of the application.

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 regulations, 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 student appeals. Refer to www.rmit.edu.au/policies.

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.

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Section D – Statement

Please provide the details of your case including an explanation against the ground of appeal. You must clearly identify the University regulations, policies or procedures that have been breached by the college and provide evidence of how the breach had a meaningful impact on the outcome of the application.

If you need more space, please attach additional page/s and write 'see attached' in this section. The information and evidence you provide will be used by the Academic Registrar (or nominee) to determine whether you will be granted a hearing of the University Appeals Committee to consider your appeal against the college outcome.

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 have received an outcome from a College Appeals Committee application and my appeal submission is lodged to ensure delivery within ten working days from the date of the college outcome advice.
2. I have provided details of University regulations, policies or procedures which have been breached by the College Appeals Committee in my written appeal, providing 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 ten working days from the date the outcome decision was sent by the College Appeals Committee.

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.