PERSONAL DETAILS

Student ID Date of birth (dd/mm/yyyy)

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

Program name Program code

School Contact number

Academic career [ ] Prep [ ] TAFE [ ] Undergraduate [ ] Postgraduate

Are you currently enrolled as an international student? [ ] YES [ ] NO

IMPORTANT INFORMATION

Do not use this form if appealing an Exclusion decision.

1. 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.

   If you wish to update/change your address, telephone number and/or emergency contact information held by RMIT University log in to myRMIT at www.rmit.edu.au/myrmit and select the Enrolment Online link.

2. When appealing a decision of the Student Progress Committee, this form must be completed and submitted within five working days of notification of the Student Progress Committee decision.


5. Appeals will only be heard where the relevant Pro Vice-Chancellor (or nominee) is satisfied that your application has established grounds for appeal. (Refer to Stage 2 on page 2.)

6. Advice regarding the appeals process may be sought from
   • the relevant Secretary of the College Appeals Committee
     Business College, Tel. 9925 5622
     Design and Social Context College, Tel. 9925 2226
     Science, Engineering and Health College, Tel. 9925 9780
   • RMIT Student Union (www.su.rmit.edu.au) Tel. 9925 5004

SECTION A – CONTACT ADDRESS – please supply an address where you can be contacted for the duration of the appeal process.

Number Street

Suburb State Country Postcode

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

You must:
- indicate the reason/s for your appeal (refer page 2)
- provide a detailed account in support of your appeal
- 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 five working days of notification of the Student Progress Committee decision.

You can only appeal if your application meets one of the following (please tick appropriate box):

[ ] The decision is unreasonable.
[ ] The decision does not comply with University Policy.

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 understood the information relating to the appeals process provided on page 2 of this form.

Student signature Date (dd/mm/yy)

Owner: Academic Registrar’s Group Application for appeal against decision of Student Progress Committee

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Students may use this form to appeal a decision of a Student Progress Committee, with the exception of a decision to exclude. (See Appeals Against Exclusion.)

In order to appeal a Student Progress Committee decision students must first have followed the process detailed below.

**Review**

Students are entitled to seek a review of the Student Progress Committee decision where either:

- a) the student can establish that the decision of the Student Progress Committee is unreasonable, or
- b) the student believes the decision does not comply with University policies (i.e. an error in process has occurred).

**Stage 1 – Review of the Student Progress Committee - school level**

Where a student believes that the decision was unreasonable or not in accordance with University policies, they must first seek a review of the decision with the head of school. This consultation should be documented and you should keep a copy for your appeal if necessary.

Where the student believes the outcome of the review has not resolved the issue and that the grounds listed above still exist they are entitled to appeal to the College Appeals Committee.

**Stage 2 – Appeal against assessment result to College Appeals Committee**

Students are entitled to appeal a decision of the Student Progress Committee to the College Appeals Committee under the following circumstances:

- a) where a student believes that grounds exist (above), and
- b) they are able to demonstrate that they 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.

**Where can I 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**

- I have sought or attempted to seek a review of assessment and I have attached documents to demonstrate this.
- I have indicated the grounds for appeal (page 1) and addressed these in my submission.
- I have attached copies of all my supporting documentation, including a list of those 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 – Building 108, Level 11, email: bus.appeals@rmit.edu.au
- Design and Social Context – Building 101, Level 10, email: dsc.appeals@rmit.edu.au
- Science, Engineering and Technology – Building 14, Level 12, email: seh.appeals@rmit.edu.au