

# Appeal against a special consideration outcome – University Appeals Committee Information sheet

## This form is to be completed by

Students who have received a DENIED or unsatisfactory GRANTED outcome from a special consideration request and wish to appeal against the decision to the University Appeals Committee.

## Eligibility and time lines

1. You **must** have received a DENIED or unsatisfactory GRANTED special consideration outcome via your student email account **before** lodging an appeal against the decision.
2. Students **cannot** appeal to the University Appeals Committee against a **cancelled** decision. (Refer to Procedure: Assessment: adjustments to assessment, 4.21). Appeals against CANCELLED special consideration outcomes will be automatically rejected).
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. Your appeal submission cannot be accepted without a completed *Appeal against a special consideration outcome – University Appeals Committee* form with the relevant ground/s of appeal selected.
5. 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.
6. The completed form (with supporting documentation) must be submitted to ensure delivery within 10 working days from the date of the special consideration outcome advice (see page 3 of the appeal form for submission details).
7. 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 a DENIED or unsatisfactory GRANTED special consideration determination.

Following receipt of a complete appeal submission, the Academic Registrar (or nominee) will, within 20 working days, decide whether your application satisfies the ground/s of appeal you have selected on page 2 of this form.

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](mailto:universityappeals@rmit.edu.au).

Assessment, Academic Progress and Appeals regulations, Part 4,  
University Appeals Committee at [www.rmit.edu.au/policies](http://www.rmit.edu.au/policies).

RMIT Student Union [www.su.rmit.edu.au](http://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](mailto:student.rights@rmit.edu.au).

We strongly recommend that you read the University regulations, policy and procedures governing special consideration and student appeals. Refer to [www.rmit.edu.au/policies](http://www.rmit.edu.au/policies) – Academic and research, Assessment.

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](http://www.rmit.edu.au/privacy).

**Section A – Personal details**

Student no. \_\_\_\_\_

Family name \_\_\_\_\_

Given name/s \_\_\_\_\_

Date of birth (dd/mm/yyyy) \_\_\_\_\_

Contact no. \_\_\_\_\_

**Appeal against  
a special  
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**Section B – Program details**

Program name \_\_\_\_\_

Program code \_\_\_\_\_

School \_\_\_\_\_

College

BUS

DSC

SEH

Are you currently enrolled as an offshore international student?  Yes  No

If yes, in which country are you currently undertaking study? \_\_\_\_\_

**Section C – Grounds of appeal**

You must:

- indicate the ground/s of your appeal by ticking the appropriate box below (refer to Information sheet – page 1)
- provide a written submission stating your case against the special consideration outcome, referring to the ground/s of appeal you have selected below
- attach copies of any supporting documentation that you wish to be considered.

A student may lodge an appeal to the University Appeals Committee against a DENIED or unsatisfactory GRANTED special consideration outcome where they can provide evidence that they have met **one** or **both** of the following grounds (please tick):

There is additional relevant information or evidence that was not available at the time of the special consideration application.

There is evidence that a breach of university statute, regulation or policy occurred which had a meaningful impact on the outcome of the application.

**Section D – Course and assessment information**

Please list the courses and assessments to which your appeal refers

Course no.	Course name	Assessment date	Assessment type (e.g. exam, test)	Special Consideration Application no.

**Section E – Statement**

Please provide the details of your case including an explanation of the grounds for your appeal. 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 a special consideration outcome.

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