This form is to be completed by TAFE, undergraduate and postgraduate (coursework) students who wish to appeal against a first stage ‘at risk’ recommendation of a program assessment board.

Eligibility and time lines
1. In order to meet the eligibility criteria for lodging an appeal you must have
   (a) received a first stage ‘at risk’ notification from your school
   (b) a current enrolment or have been granted an approved leave of absence to be eligible to lodge an appeal against this decision.
2. Your appeal submission cannot be accepted without a completed Appeal against a first stage ‘at risk’ recommendation by a program assessment board – College Appeals Committee form with the relevant ground/s of appeal selected.
3. If you wish to support your appeal with evidence that is in a language other than English, you must provide a certified copy of the original document and a certified translation of the document by a NAATI-accredited translator.
4. The completed form and evidence must be submitted to your school’s college Pro Vice-Chancellor to ensure delivery within 20 working days of the date of the first stage ‘at risk’ notification (see submission details below).
5. Late appeal applications cannot be accepted.

What will happen next? Will I be granted a hearing of the College Appeals Committee?
In lodging an appeal you are requesting a hearing of the College Appeals Committee to consider your appeal against a first stage ‘at risk’ recommendation by a program assessment board.

Following receipt of a complete appeal submission, the college Pro Vice-Chancellor (or nominee) will, within 20 working days, decide whether your application satisfies the ground/s of appeal you have selected on page 3 of this form.

Where the eligibility criteria have been deemed:
(a) to have been met, a hearing of the College 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 a further review of the decision.

Communication
Your RMIT student email account and the postal address you provide on this form will be used for correspondence related to your appeal. The postal address you provide may be different from the mail or home address recorded in myRMIT. To update your contact details in myRMIT, log in to my RMIT 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.

Further assistance and submission
Submit pages 2 and 3 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:

<table>
<thead>
<tr>
<th>Business (Business Central)</th>
<th>Design and Social Context</th>
<th>Science, Engineering and Health</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building 80, Level 7</td>
<td>Building 101, Level 10</td>
<td>Building 14, Level 12</td>
</tr>
<tr>
<td>tel. +61 3 9925 5680</td>
<td>tel. +61 3 9925 2226</td>
<td>tel. +61 3 9925 9780</td>
</tr>
<tr>
<td>email <a href="mailto:bus.appeals@rmit.edu.au">bus.appeals@rmit.edu.au</a></td>
<td>email <a href="mailto:dsc.appeals@rmit.edu.au">dsc.appeals@rmit.edu.au</a></td>
<td>email <a href="mailto:seh.appeals@rmit.edu.au">seh.appeals@rmit.edu.au</a></td>
</tr>
</tbody>
</table>

Regulation 5.4.2 – The College Appeals Committee – see Appeals section of the policies and procedures web page 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 assessment and student appeals. Refer to www.rmit.edu.au/policies/academic#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.
Section A – Personal details

Title
Family name
Given name/s

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

Section B – Program details

Program name
Program code

School
College

Academic career:  
☐ TAFE  ☐ Undergraduate  ☐ Postgraduate

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 first stage ‘at risk’ decision, 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 appeal against a first stage ‘at risk’ decision to the College Appeals Committee where they can provide evidence that they have met one or more of the following grounds (please tick):

☐ There is evidence that the decision was made on the basis of personal bias or ill will.  
☐ There is evidence of a breach of the Assessment: academic progress (coursework programs) procedure or another relevant University statute or regulation in the classification of the student as first stage ‘at risk’.

Section D – Statement

Please provide the details of your case including 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 Pro Vice-Chancellor (or nominee) to determine whether you will be granted a hearing of the College Appeals Committee to consider your appeal against the first stage ‘at risk’ decision.

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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 within the appeal submission period, you must immediately contact the college secretariat for advice.

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 understood the information about the appeals process on this form and confirm that:

1. I am currently enrolled or I have been granted an approved leave of absence
2. I received, via student email, a first stage ‘at risk’ notification and my appeal submission is lodged to ensure delivery within 20 working days of the date of the advice
3. I have selected the grounds of appeal (see Section C) and addressed these, providing evidence where applicable
4. this appeal submission is complete unless I have obtained approval from the College Appeals Committee Secretariat to lodge evidence outside the appeal submission period
5. I understand that if I do not meet the eligibility criteria my appeal submission will not proceed to a hearing of the College Appeals Committee.

Student signature ____________________________ Date (dd/mm/yy)