

Appeal against a final assessment result -**College Appeals Committee**

Information sheet

This form is to be completed by

TAFE, undergraduate and postgraduate (coursework) students who have received a final published assessment result for a course and wish to appeal against the grade awarded.

Eligibility and time lines

- In order to meet the eligibility criteria for lodging an appeal you **must**
 - (a) have received a published final result
 - (b) have evidence as identified in the grounds of review and appeal (refer Assessment policy and assessment: conduct of assessment and appeals procedures, 4.4 Stage 1 - Review of assessment results - school level) and
 - (c) be able to demonstrate that you have sought a review of the result in accordance with the provisions prescribed under the Assessment policy and assessment: conduct of assessment and appeals procedures, 4.4 Stage 1 -Review of assessment results - school level but believe that the issue has not been resolved.
- Your appeal submission cannot be accepted without a completed Appeal against a final assessment result -2 College Appeals Committee form with the relevant evidence as prescribed by the Assessment policy and assessment: conduct of assessment and appeals procedures and the relevant ground/s of appeal selected.
- 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.
- The completed form and evidence must be lodged with the Pro Vice-Chancellor of the college to which the school that offers the course belongs no later than 20 working days after the date of official publication of the result.
- 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 final assessment result.

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
- 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 log in to my RMIT at www.rmit.edu.au/myrmit and go to the myDetails tab.

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:

Business (Business Central) Building 80, Level 7 tel. +61 3 9925 5680 email bus.appeals@rmit.edu.au

Design and Social Context Building 101, Level 10 tel. +61 3 9925 2226 email dsc.appeals@rmit.edu.au Science, Engineering and Health Building 14, Level 12 tel. +61 3 9925 9780 email seh.appeals@rmit.edu.au

Assessment, Academic Progress and Appeals regulations, Part 3, College 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 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.



\rightarrow D		Section	A – Personal det	tails	Student no.		
UNIVERSITY		Title F	Family name		Given name/s		
		Date of bir	th (dd/mm/yyyy)		Contact no.		
	al against final	Postal ad Number	Postal address details for the duration of the appeals process. Number Street Suburb				
assessment result - College Appeals			State Country Post code				
Con	nmittee		If you need to change this address while your appeal is being processed, please contact the College Appeals Committee Secretariat.				
Section B -	- Program de	tails					
Program name	•		Program code				
School			College				
			ernational student? aking study?	Yes	No		
Section C -	- Course info	rmation					
			relates to your appo	eal:			
Subject area	Catalogue no.	Course name	Course name				
Section D -	- Stage 1 – R	eview of ass	essment results	- school			
provisions pr	escribed under	the Assessme		sment: condu	t sought a review of the final re uct of assessment and appeal not been resolved.		
responsible f	or the course. [Documentation	and evidence relati	ing to the rev	result with your course coordi iew should be listed below and provide an explanation as to v	d must accompany this	



Appeal against a final assessment result – College Appeals Committee

Section E - Stage 2 - Appeal against the assessment result to the College Appeals Committee

You are entitled to make application for appeal against a final course result to the College Appeals Committee where you can demonstrate that you have sought a review of the result in accordance with stage 1 and where you have evidence identified in the grounds of review and appeal.

You are entitled to seek a review of your final results for a course where any of the following grounds exist (please tick one): Grounds of appeal You have evidence that an error has occurred in the calculation of the grade. You have evidence that the assessment did not comply with criteria published in the course guide. You have evidence that the criteria published in the course guide did not meet the requirements of the relevant training package or accredited course (VET courses only). You have evidence that the assessment did not comply with the University policies on assessment (i.e. an error in process has occurred). Please state your case against the grounds of appeal you have selected, providing the reasons for your submission and a list of the evidence you have provided to support your case. The information 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 assessment result. Section F - 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 Appeals Committee secretariat for advice. Section G - 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 presented on this form and confirm that: 1. I have received a published final assessment result and my appeal submission is lodged to ensure delivery within 20 working days from the date the result was officially published. I have completed or attempted to complete Stage 1 - Review of assessment results - school level and have provided evidence and details of the action I have taken to seek a review of the result (refer Section D of form). 3. I have selected the applicable grounds of appeal under Stage 2 - Appeal against the assessment result to the College Appeals Committee and have provided evidence and details to support my ground of appeal (refer Section E of the form). This appeal submission is complete unless I have obtained approval from the College Appeals Committee to lodge evidence outside the appeal submission period. I understand that if I do not meet the eligibility criteria my appeal submission will not proceed to a Office use only hearing of the College Appeals Committee. - CAC stamp Student signature Date (dd/mm/yy)