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

1. In order to meet the eligibility criteria for lodging an appeal you must
   - have received a published final result
   - 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
   - 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.

2. Your appeal submission cannot be accepted without a completed Appeal against a final assessment result – 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.

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 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.

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 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:
   - 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)  Design and Social Context  Science, Engineering and Health
Building 80, Level 7  Building 101, Level 10  Building 14, Level 12
tel. +61 3 9925 5680  tel. +61 3 9925 2226  tel. +61 3 9925 9780
email bus.appeals@rmit.edu.au  email dsc.appeals@rmit.edu.au  email seh.appeals@rmit.edu.au


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 ____________

Student no. ____________

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

Postal address details for the duration of the appeals process.
Number ____________
Street ____________
Suburb ____________

State ____________
Country ____________
Post code ____________

If you need to change this address while your appeal is being processed, please contact the College Appeals Committee Secretariat.

Section B – Program details

Program name ____________

Program code ____________

School ____________
College ____________

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

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

Section C – Course information

Please provide details of the course which relates to your appeal:

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<th>Subject area</th>
<th>Catalogue no.</th>
<th>Course name</th>
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Section D – Stage 1 – Review of assessment results – school

To be eligible to lodge this appeal you must demonstrate that you have first sought a review of the final 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.

Please provide details of the action you have taken to seek a review of the result with your course coordinator/program manager responsible for the course. Documentation and evidence relating to the review should be listed below and must accompany this appeal submission. If you have been unable to complete this stage please provide an explanation as to why this could not be completed.

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
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):

- 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.
2. 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).
4. This appeal submission is complete unless I have obtained approval from the College Appeals Committee 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)