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.
Assessment, Academic Progress and Appeals regulations, Part 4,
University 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 special consideration and student appeals. Refer to 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.
Section A – Personal details

Family name

Given name/s

Date of birth (dd/mm/yyyy)

Contact no.

Student no.

Section B – Program details

Program name

Program code

School

College

BUS

DSC

SEH

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

<table>
<thead>
<tr>
<th>Course no.</th>
<th>Course name</th>
<th>Assessment date</th>
<th>Assessment type (e.g. exam, test)</th>
<th>Special Consideration Application no.</th>
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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.
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 with this appeal submission, you must obtain prior approval from the UAC secretariat.

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 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 on this form and confirm the following:

1. I have received a DENIED or unsatisfactory GRANTED special consideration outcome and my appeal submission is lodged to ensure delivery within 10 working days from the date of the outcome advice.
2. I have selected the grounds of appeal (see Section C) and addressed these, providing evidence where applicable.
3. This appeal is lodged fully complete. If I need to submit additional evidence which cannot be provided with this appeal submission I will obtain prior approval from the UAC secretariat.
4. I understand that if I do not meet the eligibility criteria my appeal submission will not proceed to a hearing of the University Appeals Committee.

Student signature Date (dd/mm/yy)