Appeal against a special consideration outcome – University Appeals Committee (UAC)

Information sheet

This form is to be completed by

Students who have received a **denied** outcome from a special consideration request and want to appeal against the decision to the University Appeals Committee (UAC).

Submission requirements

In order to make this appeal submission you must:

- have received a **denied** special consideration outcome
- lodge this submission to ensure delivery to the UAC secretariat no later than 10 working days from the date of the denied outcome (the appeal deadline).

Appeal applications that don't meet all of the above submission requirements can't be accepted and will be deemed automatically ineligible for consideration.

In order to protect University IT systems and the integrity of your appeal submission, the completed appeal form and documentary evidence will only be accepted by email in PDF and JPG formats. If you believe the circumstances of your appeal require submission in alternative formats, please contact the UAC secretariat for advice immediately.

Note: You can't appeal to the UAC against **granted**, **cancelled** or **withdrawn** special consideration outcomes. You may however, request a review of a **cancelled** outcome from the Assessment Support team (refer to *Assessment Processes* 4.8).

What will happen next? Will I be granted a hearing of the UAC?

In lodging an appeal, you're requesting a hearing of the UAC to consider your appeal against a **denied** special consideration determination.

Following receipt of a complete appeal submission, the UAC secretariat will invite the Assessment Support team to review your appeal submission together with the relevant special consideration application/s. This review may result in the granting of your request for special consideration.

If your request isn't granted, the Academic Registrar (or nominee) will, within 20 working days, decide whether your application satisfies the submission requirements and the ground/s of appeal you selected on page 2 of this form.

Where the eligibility criteria have been deemed:

(a) to have been met – a hearing of the UAC will be arranged and we will advise you of the date and time accordingly

(b) to not 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. If you are no longer a current student, your registered personal email account will be used.

Further assistance

1. We strongly recommend that you read the University regulations, policies and processes governing assessment and student appeals:
   - Regulations: **policies.rmit.edu.au/document/view.php?id=190** (refer to Part D)
   - Policy: **policies.rmit.edu.au/document/view.php?id=7** (refer to 53)
   - Processes: **policies.rmit.edu.au/document/view.php?id=38** (refer to 7.23-7.27)
2. For advice on the appeal process or how to complete the form contact:
   University Appeals Committee Secretariat
   Tel. +61 3 9925 8846 or +61 3 9925 8652
   Email: universityappeals@rmit.edu.au.
3. You can also contact the RMIT Student Union for advice and support: **rusu.rmit.edu.au**
   To make an appointment with a student rights officer, tel. +61 3 9925 5004 or email student.rights@rmit.edu.au.

Privacy

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 Australian Government information handling acts, regulations and statutes. Refer to **rmit.edu.au/privacy**.

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If you need more space, please attach additional page/s and write 'see attached' in the relevant section.

Section A – Personal details

RMIT student number _____ Date of birth (DD/MM/YYYY) _____

Given name/s _____

Family name _____ Contact telephone number _____

Section B – Program details

Program name _____ Program code _____

School _____ College ☐ BUS ☐ DSC ☐ STEM ☐ VE

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

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

Section C – Course and assessment information

Please list the course/s and assessment/s to which your appeal refers:

Course code	Course name	Assessment date	Assessment type (e.g. test, assignment)	Special consideration application number

Section D – Ground/s of appeal

You must demonstrate that you satisfy at least one of the following ground/s of appeal (please tick):

☐ You have additional relevant information or evidence that wasn't available at the time of the original application, which would have had a significant impact on the special consideration outcome.

☐ You have evidence of a breach of a relevant rule, University regulation, policy or process that would have had a significant impact on the special consideration outcome.

Where you refer to a rule, regulation, policy or process, please specify the relevant section of that document and explain how it relates to your case.

Please state your case against the ground/s of appeal you have selected.

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Section E – Supporting documentation/evidence

In order to establish your case, please provide documentary evidence to support the ground/s of appeal you've selected.

Evidence must be official documentation issued by an independent source or authority.

In general, photographs (e.g. family gathering, funeral) are not helpful as evidence and therefore should not be submitted in place of official documentation. *Photographs of a graphic nature (e.g. medical condition/injury, accidents) will not be accepted under any circumstance.*

If you provide evidence that is in a language other than English, you must also provide an English translation by a NAATI-accredited translator.

All timely submissions will be considered complete on submission. If you need to support a timely appeal with further evidence that can't be provided with this appeal submission, *you must obtain approval from the UAC secretariat before submission*.

Section F – Student declaration

I declare that the information provided in this application is accurate. I've read and I understand the information about the appeal process on this form and confirm that:

1. I have received a **denied** special consideration outcome.
2. This appeal submission is complete and lodged within the appeal deadline or I've obtained approval from the UAC secretariat to submit evidence outside of the appeal deadline.
3. I authorise RMIT to contact the issuer of the evidence provided to confirm and/or clarify the information.
4. I understand that if I don't meet the eligibility criteria defined on page 1 of this form my appeal submission won't proceed to a hearing of the UAC.

Office use only

Date stamp

Student signature _____ Date (DD/MM/YYYY) _____

Submission instructions

You're required to complete and submit pages 2 and 3 of this form, together with any supporting documentation/evidence.

You must ensure your appeal is submitted by the appeal deadline. Late appeal applications cannot be accepted.

Submit your appeal by email in PDF or JPG format from your RMIT student email account or registered personal email account to:
University Appeals Committee Secretariat
Academic Registrar's Group, RMIT University
universityappeals@rmit.edu.au

CRICOS provider code: 00122A