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# Appeal against an equitable or alternative assessment arrangement outcome – University Appeals Committee (UAC)

### Information sheet

#### This form is to be completed by

Students who have been denied an equitable or alternative assessment arrangement and want to appeal against the decision to the University Appeals Committee (UAC).

#### **Submission requirements**

In order to make an appeal submission you must:

- have received a denied outcome for an equitable or alternative assessment arrangement application
- 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.

#### 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 decision to deny your request for an equitable or alternative assessment arrangement.

Following receipt of a complete appeal submission 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've 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 65)
  - Processes: policies.rmit.edu.au/document/view.php?id=38 (refer to 7.29-7.30)
- 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)	Date of birth (DD/MM/YYYY)	
Given name/s			
Family name	Contact telephone number	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? $\ \Box$	Yes 🗆 No		
If yes, in which country are you currently undertaking study?			
Section C – Program or course and assessment information			
Please list the program/s or course/s and/or assessment/s to which you Program code Program name	ur appeai refers: School		
Trogram code Trogram name	CC11001		
OR			
Course code Course name	Assessment date	Assessment type (e.g. test, assignment)	
Section D - Ground/s of appeal			
You must demonstrate that you satisfy at least one of the following grounds:			
You have new evidence that was not available at the time of the equ	· · · · · · · · · · · · · · · · · · ·		
You have evidence that the decision to deny your application involve or process, that would have had a significant impact on the decision		versity regulation, policy	
Where you refer to a standard, regulation, policy or process, please spe to your case.		t and explain how it relates	
Please state your case against the ground/s of appeal you have selected	d.		

<ul> <li>Appeal against an equitable or alternative assessment arrangement outcome – University Appeals Committee</li> </ul>	
Section E – Supporting documentation/evidence	
In order to establish your case, please provide documentary evidence to support the ground/s of appeal you've 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 sudocumentation. <i>Photographs of a graphic nature</i> (e.g. medical condition/injury, accidents) will not be accepted by you provide evidence that is in a language other than English, you must also provide an English translation by a second condition.	ubmitted in place of official dunder any circumstance. NAATI-accredited translator
All timely submissions will be considered complete on submission. If you need to support a timely appeal with fu provided with this appeal submission, you must obtain approval from the UAC secretariat before submission.	rther evidence that can't be
Section F – Student declaration	
<ol> <li>I declare that the information provided in this application is accurate. I've read and I understand the information about the appeals process on this form and confirm that:</li> <li>I have received a denied outcome for an equitable or alternative assessment arrangement.</li> <li>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.</li> <li>I authorise RMIT to contact the issuer of the evidence provided to confirm and/or clarify the information.</li> <li>I authorise Equitable Learning Services to release to the UAC the details of my application for an Equitable Learning Plan and an equitable/alternative assessment arrangement.</li> </ol>	Office use only
<ol><li>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.</li></ol>	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