

# Appeal against a student misconduct decision – Student Conduct Appeals Committee (SCAC)

## Information sheet

### Appeals against misconduct

Senior officers and the Student Conduct Board are authorised to penalise students for misconduct. The appeal process allows students to appeal against the decision of misconduct and/or the penalty.

### Important information

A complete appeal must include:

- information about whether your appeal is against the decision of misconduct, or the penalty, or both
- the grounds for your appeal
- the evidence in support of your appeal.

You must submit your appeal within 20 working days of the date of the written advice of the senior officer or Student Conduct Board. Appeals received after 20 working days will not be considered.

### How you will be contacted

The University will communicate via your student email account and the mailing address you provided when you enrolled.

If you recently changed your mailing address you must update your details in myRMIT. Go to [rmit.edu.au/myrmit](https://rmit.edu.au/myrmit) and select the Enrolment Online link. Select the My student record button and under Personal details select Home address or Mailing address to update your information. To update any telephone numbers select Mobile phone.

### Types of appeal

An appeal against the decision of misconduct means that you do not agree with the decision of the senior officer or Student Conduct Board that you committed misconduct.

An appeal against the penalty means that you acknowledge that you committed misconduct but you do not agree with the penalty you received from the senior officer or Student Conduct Board for the misconduct.

### What happens after submission of an appeal

You will be sent an email confirming that your appeal has been received. You may be asked to make changes to your appeal if it is incomplete, for example, if you have not identified the grounds of your appeal.

Once complete, your appeal will be considered by the Student Conduct Appeals Committee within 30 working days.

You will receive information about the committee at least 10 working days before the hearing. This information will include:

- the date, time and location of the hearing
- details of the membership and powers of the committee
- an explanation of your rights.

### Where to get assistance and advice

- Student Conduct Appeals Committee Secretariat  
Tel: +61 3 9925 8961  
Email: [studentconductappeals@rmit.edu.au](mailto:studentconductappeals@rmit.edu.au)
- RMIT Student Union  
To make an appointment with a Student Rights Officer:  
Tel: +61 3 9925 5004  
Email: [student.rights@rmit.edu.au](mailto:student.rights@rmit.edu.au)

We strongly recommend that you read the University regulations, policy and procedures governing student conduct and student appeals. Go to [rmit.edu.au/policies](https://rmit.edu.au/policies).

### 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](https://rmit.edu.au/privacy).

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## Appeal application

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### Section A – Personal details

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

Given name/s \_\_\_\_\_

Family name \_\_\_\_\_ Contact telephone number \_\_\_\_\_

Postal address (for the duration of the appeals process) \_\_\_\_\_

Suburb \_\_\_\_\_ State \_\_\_\_\_

Country \_\_\_\_\_ Postcode \_\_\_\_\_

If you need to change this address while your appeal is being processed, please contact the SCAC secretariat.

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### Section B – Program details

Program name \_\_\_\_\_ Program code \_\_\_\_\_

School \_\_\_\_\_ College  BUS  DSC  STEM  VE

Award level  certificate or diploma  associate degree  degree  master  Higher Degree by Research

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

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

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### Section C – Decision against which the appeal is made

The decision and penalty for misconduct were made by: (please tick relevant box)

Student Conduct Board  Senior officer Senior officer name \_\_\_\_\_

Date of hearing (DD/MM/YYYY) \_\_\_\_\_ Date of outcome notification (DD/MM/YYYY) \_\_\_\_\_

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### Section D – Scope of appeal

I wish to appeal against: (please tick relevant box/es)  Decision  Penalty

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### Section E – Ground of appeal

I wish to appeal on the following ground/s: (please tick relevant boxes)

the decision was made on the basis of personal bias or ill will

a breach of RMIT legislation or policy by the board or senior officer has occurred that has had a significant impact on the outcome of the hearing

the penalty is unreasonable, disproportionate or inappropriate

there is new and substantial supporting information that was not available at the time of the misconduct hearing.

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### Section F – Statement and evidence

Attach a statement to your appeal that explains the reasons you chose the ground/s of appeal ticked in Section E. Relevant evidence should be attached to the statement, including a copy of the decision of the senior officer or Student Conduct Board.

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-recognised translator.

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## Appeal application

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### Section G – Student declaration

I declare that the information provided in this application is accurate. I have read and understand the important information about the appeals process provided on page 1 of this form and confirm that:

1. I have received a student misconduct decision notification from a senior officer or the Student Conduct Board and have included a copy of this outcome with my appeal submission.
2. I have lodged this appeal submission to ensure delivery within 20 working days from the date of the student conduct outcome advice.
3. I have selected the grounds of appeal (see Section E) and addressed these, providing evidence where applicable.
4. This appeal submission is complete unless I have obtained approval from the Student Conduct Appeals Committee secretariat 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 Student Conduct Appeals Committee.

Office use only

SCAC date stamp

Student signature \_\_\_\_\_ Date (DD/MM/YYYY) \_\_\_\_\_

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### Section H – Checklist and submission

Check that you have completed the following before submitting your appeal:

- Section A: Your personal details including student number and contact number
- Section B: Your program details
- Section C: Information about the decision you are appealing
- Section D: Identified whether your appeal is against the decision, the penalty or both
- Section E: Chosen the ground/s of your appeal
- Section F: Provided a statement and evidence. Does your submission include a copy of the decision of the senior officer or Student Conduct Board?
- Section G: Read, signed and dated the student declaration.

### Submission

Email: [studentconductappeals@rmit.edu.au](mailto:studentconductappeals@rmit.edu.au)