Appeal against recognition of prior learning and credit transfer – College Appeals Committee (ColAC)

Information sheet

This form is to be completed by

Students who have been denied recognition of prior learning or credit transfer and wish to appeal against the decision to the College Appeals Committee (ColAC).

Submission requirements

In order to make this appeal submission you must:

1. have enrolment in the relevant program
2. have received a **denied** outcome for a recognition of prior learning or credit transfer application
3. have received a 'stage 1: school or college review' of the outcome from the school, college or relevant admission area responsible for the decision
4. lodge the completed form and supporting documentation/evidence to the college office responsible for the course (Office of the Deputy Vice-Chancellor) no later than 20 working days from the date you were advised of the credit decision (the appeal deadline). Please note, you must complete the School or College review within this timeframe or you will miss the appeal deadline.

In order to protect University IT systems and the integrity of your appeal submission, the complete appeal form and supporting documentation 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 ColAC secretariat for advice immediately.

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

In lodging an appeal, you are requesting a hearing of the ColAC to consider your appeal against recognition of prior learning and credit transfer application outcome.

Following receipt of a complete appeal submission the college Deputy Vice-Chancellor (or nominee) will, within 20 working days, decide whether your application satisfies the submission requirements and 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 ColAC will be arranged and we will advise you 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

1. We strongly recommend that you read the University regulations, policies and processes governing credit and student appeals:
   - Regulations: **rmit.edu.au/about/governance-management/statutes-regulations/assessment-academic-progress-appeals** (refer to Part 3)
   - Policy: **policies.rmit.edu.au/document/view.php?id=126** (refer to 13)
   - Processes: **policies.rmit.edu.au/document/view.php?id=37** (refer to 56–59)
2. For advice on the appeal process or how to complete the form please contact the relevant ColAC secretariat:

   Business and Law (Business Connect)
   Building 80, Level 7
   Tel. +61 3 9925 5680
   Email: bus.appeals@rmit.edu.au

   Design and Social Context
   Building 101, Level 10
   Email: dsc.appeals@rmit.edu.au

   Science, Technology, Engineering and Mathematics
   Building 88, Level 8
   Tel. +61 3 9925 7227
   Email: STEM-College-PLG-Appeals@rmit.edu.au

   Vocational Education
   Building 1
   Email: ve.quality.policy@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 ☐ SEH

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? _____

Section C – Course information

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

Course code	Course name

Section D – Stage 1: School or college review of credit decision

You must demonstrate that you've first sought a review by the school, college, or relevant admission area responsible for the decision.

Please provide a copy of:

- your request for a review (e.g. the email you sent to the area responsible for the decision).
- the reviewed outcome from the area responsible for the decision.

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Section E – Stage 2: Appeal against a credit decision to the ColAC

You must demonstrate that:

1. your credit application was lodged on time, in the correct manner, and all the relevant documentation was provided.
2. your application satisfied the requirements of relevance, currency and equivalence of learning/competency outcomes required for credit.

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

☐ You have evidence that the decision was not compliant with the admission and credit policy or credit process.

☐ You have evidence that the decision was influenced by personal bias.

Where you refer to a 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.

Section F – Supporting documentation/evidence

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

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 fully 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 ColAC secretariat before submission*.

Section G – Student declaration

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

1. I have enrolment in the relevant program.
2. I have received a denied outcome for a recognition of prior learning or credit transfer application.
3. I have received a 'stage 1: school or college review' of the outcome.
4. This appeal submission is complete and lodged within the appeal deadline or I've obtained approval from the ColAC secretariat to submit evidence outside of the appeal deadline.
5. I authorise RMIT to contact the issuer of the evidence provided to confirm and/or clarify the information.
6. 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 ColAC.

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 submissions 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 your college office:

Business and Law (Business Connect)
ColAC Secretariat
Email: bus.appeals@rmit.edu.au

Design and Social Context
ColAC Secretariat
Email: dsc.appeals@rmit.edu.au

Science, Technology, Engineering and Mathematics
ColAC Secretariat
Email: STEM-College-PLG-Appeals@rmit.edu.au

Vocational Education
ColAC Secretariat
Email: ve.quality.policy@rmit.edu.au

CRICOS provider code: 00122A