

# Appeal against exclusion – University Appeals Committee (UAC)

## Information sheet

### This form is to be completed by

Students who have received a *'We intend to exclude you from your program for unsatisfactory academic progress'* notification from the Academic Registrar and who want to appeal the school's decision to exclude them from their program due to continued unsatisfactory academic progress.

### Submission requirements

Before making this appeal submission you must:

- have received a *'We intend to exclude you from your program for unsatisfactory academic progress'* notification from the Academic Registrar via your RMIT student email account
- have a current enrolment or have been granted an approved leave of absence
- lodge this submission to ensure delivery to the UAC secretariat by the prescribed due date.

*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 the school's decision to exclude you from your program.

Following receipt of a complete and eligible appeal submission the Academic Registrar (or nominee) will, within 20 working days, decide whether your application satisfies 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 you'll be notified of the date and time accordingly
- (b) to not have been met – your request for a hearing will be denied and you'll be advised 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 (Part 4), policies (6.4) and processes (7.18–7.22) governing assessment and student appeals:
  - [rmit.edu.au/about/governance-and-management/statutes-and-regulations/assessment-academic-progress-appeals-regulations](https://rmit.edu.au/about/governance-and-management/statutes-and-regulations/assessment-academic-progress-appeals-regulations)
  - [rmit.edu.au/about/governance-and-management/policies/assessment-policy](https://rmit.edu.au/about/governance-and-management/policies/assessment-policy)
  - [rmit.edu.au/content/dam/rmit/documents/about/policy/assessment-processes.pdf](https://rmit.edu.au/content/dam/rmit/documents/about/policy/assessment-processes.pdf)
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 8964  
Email: [universityappeals@rmit.edu.au](mailto:universityappeals@rmit.edu.au).
3. You can also contact the RMIT Student Union for advice and support: [rusu.rmit.edu.au](https://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](mailto: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](https://rmit.edu.au/privacy).

# Appeal against exclusion – University Appeals Committee (UAC)

## Section A – Personal details

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

Full name \_\_\_\_\_

\_\_\_\_\_ Contact telephone number \_\_\_\_\_

## Section B – Program details

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

School \_\_\_\_\_ College  BUS  DSC  SEH

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

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

## Section C – Grounds of appeal

You must:

- indicate the ground/s of your appeal by ticking the appropriate box below
- provide a written submission stating your case against the exclusion decision, referring to the ground/s of appeal you've selected below
- attach copies of any supporting documentation that you wish to be considered.

A student may appeal against an exclusion decision to the UAC where they can provide evidence that they've met **one or more** of the following grounds (please tick):

- They provide evidence that the decision to exclude was made on the basis of personal bias or ill-will.
- They provide evidence that there was a breach of a relevant rule or University policy in the handling of the exclusion process which had a significant impact on the decision to exclude them.
- They provide significant new, relevant evidence applicable to the period/s of unacceptable academic performance that was not available at the time the student was required to 'show cause' why they should not be excluded.
- They provide evidence that the penalty of exclusion is unreasonable, excessive or inappropriate (this includes evidence of compassionate or compelling circumstances).

### Compassionate or compelling circumstances

The following are some examples of what may be considered compassionate or compelling circumstances for the purposes of reviewing a student's 'show cause' and/or appeal application. Each appeal is assessed against the ground/s for appeal on its individual merits.

Compassionate or compelling circumstances are generally those beyond the control of the student and have an impact on the student's capacity and/or ability to progress through a program.

These could include:

- serious illness or injury, where a medical certificate states that the student was unable to attend classes
- bereavement due to loss of a close family member such as a parent or grandparent (where possible a death certificate should be provided)
- major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on studies
- a traumatic experience which could include but is not limited to:
  - involvement in or witnessing of a serious accident
  - a serious crime committed against the student
  - the student has been a witness to a serious crime, and this has impacted on the student (these cases should be supported by police or psychologist's report).

# Appeal against exclusion – University Appeals Committee (UAC)

## Section D – Statement

Please provide the details of your case including the ground/s 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'll be granted a hearing of the UAC to consider your appeal against exclusion.

---

---

---

---

---

---

---

---

---

---

## Section E – Supporting documentation/evidence

You're required to establish a case against the decision and to provide documentary evidence to support the ground/s of appeal you've selected. All timely appeals 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 UAC secretariat before submission.

If you want to support your appeal with evidence that's in a language other than English, you must provide an English translation by a NAATI-accredited translator.

## 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 the following:

1. I'm currently enrolled or have been granted an approved leave of absence.
2. I've received via my RMIT student email account a '*We intend to exclude you from your program for unsatisfactory academic progress*' notification from the Academic Registrar and my appeal submission is lodged to ensure delivery within 20 working days from the date of the exclusion advice.
3. I've selected the ground/s of appeal (see Section C) and addressed these, providing evidence where applicable.
4. This appeal is lodged fully complete or I've obtained approval from the UAC secretariat to submit evidence outside the submission deadline.
5. I understand that if I don't meet the eligibility criteria my appeal submission won't proceed to a hearing of the UAC.

Office use only

  
  
  
  
  
  
  

UAC stamp

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

## Section G – Submission

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

**You must ensure that your appeal is submitted within 20 working days from the date the notice of exclusion was sent to you by the Academic Registrar.**

Late appeal applications can't be accepted.

Submit your appeal

- by email to [universityappeals@rmit.edu.au](mailto:universityappeals@rmit.edu.au) in PDF or JPG format
- by hand delivery to:  
 University Appeals Committee Secretariat  
 Integrity, Academic Registrar's Group  
 Building 88, Level 9  
 440 Elizabeth Street  
 Melbourne 3000.