

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: [rmit.edu.au/about/governance-management/statutes-regulations/assessment-academic-progress-appeals](https://www.rmit.edu.au/about/governance-management/statutes-regulations/assessment-academic-progress-appeals) (refer to Part 4)
 - 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](https://www.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](https://www.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

Are you currently enrolled as an offshore international student? 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 your appeal refers:

| Program code | Program name | School |
|--------------|--------------|--------|
| | | |
| | | |
| | | |
| | | |

OR

| Course code | Course name | Assessment date | Assessment type (e.g. exam, assignment) |
|-------------|-------------|-----------------|--|
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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 new evidence that was not available at the time of the equitable or alternative assessment arrangement application.
- You have evidence that the decision to deny your application involved a breach of the relevant standard, University regulation, policy or process, that would have had a significant impact on the decision.

Where you refer to a standard, 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.
