

# Appeal against exclusion – University Appeals Committee (UAC)

## Information sheet

### This form is to be completed by

Students who have received an *'(Urgent) We intend to exclude you from your program for unsatisfactory academic progress'* notification from the Academic Registrar and want to appeal against the school's exclusion decision to the University Appeals Committee (UAC).

### Submission requirements

In order to make this appeal submission you must:

- have a current enrolment or have been granted a leave of absence in the relevant program
- have received an *'(Urgent) We intend to exclude you from your program for unsatisfactory academic progress'* notification from the Academic Registrar via your RMIT student email account
- lodge this submission to ensure delivery to the UAC secretariat no later than 20 working days from the date of the above notification (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 the school's decision to exclude you from your program.

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 selected on page 2 of this form.

Where the eligibility criteria have been deemed:

- (a) to have been met – your school will be invited to review your appeal submission together with your academic history. If your school wishes to proceed with the exclusion decision, 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.

### Further assistance

1. We strongly recommend that you read the University regulations, policies and processes governing academic progress 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](https://policies.rmit.edu.au/document/view.php?id=7) (refer to 70, 73-74)
  - Processes: [policies.rmit.edu.au/document/view.php?id=38](https://policies.rmit.edu.au/document/view.php?id=38) (refer to 7.18-7.22)
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](mailto: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](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://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.

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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 \_\_\_\_\_

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## 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? \_\_\_\_\_

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## Section C – Ground/s of appeal

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

- You have evidence that the decision to exclude was made on the basis of personal bias or ill-will.
- You have 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 exclusion decision.
- You have significant new, relevant evidence applicable to the period/s of unacceptable academic performance that was not available at the time you were required to 'show cause' why you should not be excluded.
- You have evidence that the penalty of exclusion is unreasonable, excessive or inappropriate (this includes evidence of compassionate or compelling circumstances).

### Compassionate or compelling circumstances

Compassionate or compelling circumstances are 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, but are not limited to:

- 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).

Where you refer to a rule or policy, 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.

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