

# Appeal against termination of a higher degree by research (HDR) candidature – University Appeals Committee (UAC)

## Information sheet

### This form is to be completed by

Students in higher degree by research (HDR) programs who have received an 'Action required – Notification of intention to terminate HDR candidature' email from the Academic Registrar and want to appeal against the school's termination 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 an approved leave of absence in the relevant HDR program
- have received an 'Action required – Notification of intention to terminate HDR candidature' 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 terminate your candidature in the HDR 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 procedures governing HDR progress and student appeals:
  - Regulations: [rmit.edu.au/about/governance-management/statutes-regulations/assessment-academic-progress-appeals](https://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=12](https://policies.rmit.edu.au/document/view.php?id=12) (refer to 33)
  - Procedures: [policies.rmit.edu.au/document/view.php?id=15](https://policies.rmit.edu.au/document/view.php?id=15) (refer to 57-58) and [policies.rmit.edu.au/document/view.php?id=174](https://policies.rmit.edu.au/document/view.php?id=174) (refer to 27-32)
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://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).

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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 – 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 of a breach of University legislation, policy or procedure in the handling of the additional support process which has had a significant impact on the determination to terminate your candidature.
- You have significant new, relevant evidence that was not available at the time of the Research Candidature Progress Committee (RCPC) meeting.

Where you refer to a legislation, policy or procedure, 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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## Section D – Supporting documentation/evidence

In order to establish your case, please provide documentary evidence to support the ground/s of appeal you've selected. Evidence must be official documentation issued by an independent source or authority. 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 UAC secretariat before submission.*

## Section E – Student declaration

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

- 1. I have a current enrolment or have been granted an approved leave of absence in the relevant HDR program.
- 2. I have received an 'Action required – Notification of intention to terminate HDR candidature' email.
- 3. This appeal submission is complete and lodged within the appeal deadline or I've obtained approval from the UAC secretariat to submit evidence outside of the appeal deadline.
- 4. I authorise RMIT to contact the issuer of the evidence provided to confirm and/or clarify the information.
- 5. 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 UAC.

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 applications 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: University Appeals Committee Secretariat Academic Registrar's Group, RMIT University universityappeals@rmit.edu.au

CRICOS provider code: 00122A