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# Appeal against exclusion – University Appeals Committee (UAC)



# Information sheet

#### This form is to be completed by

Students who have received an 'URGENT: You will be excluded 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: You will be excluded 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: policies.rmit.edu.au/document/view.php?id=190 (refer to Part D)
  - Policy: policies.rmit.edu.au/document/view.php?id=7 (refer to 70, 73-74)
  - Processes: 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

Email: universityappeals@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	
	Date of high /DD // MAAAAAA
RMIT student number	
Given name/s	
Section B – Program details	
Program name	Program code
School	College BUS DSC STEM VE
Are you currently enrolled as an offshore international student?	□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 a You have evidence that the decision to exclude was made on the basis of per You have evidence that there was a breach of a relevant rule or University per a significant impact on the exclusion decision.  You have significant new, relevant evidence applicable to the period/s of una at the time you were required to 'show cause' why you should not be exclusion.  You have evidence that the penalty of exclusion is unreasonable, excessive or	ersonal bias or ill-will.  blicy in the handling of the exclusion process which had acceptable academic performance that was not available ded.
or compelling circumstances).	
Compassionate or compelling circumstances	
Compassionate or compelling circumstances are those beyond the control of th and/or ability to progress through a program.	le student and have an impact on the student's capacity
<ul> <li>These could include, but are not limited to:</li> <li>serious illness or injury, where a medical certificate states that the student was</li> <li>bereavement due to loss of a close family member such as a parent or grandparmust be provided along with evidence of relationship to deceased)</li> <li>major political upheaval or natural disaster in the home country requiring emer</li> <li>a traumatic experience which could include but is not limited to:  — involvement in or witnessing of a serious accident</li> <li>— a serious crime committed against the student</li> <li>— the student has been a witness to a serious crime, and this has impacted of (these cases should be supported by police or psychologist's report).</li> <li>Where you refer to a rule or policy, please specify the relevant section of that docease</li> </ul>	arent (a death certificate or published death or funeral notice rgency travel and this has impacted on studies on the student
Please state your case against the ground/s of appeal you have selected.	

Continue D. Commentinue de commentation / coide man	
Section D - Supporting documentation/evidence In order to establish your case, please provide documentary evidence to support the ground/s of appeal you've	e selected.
Evidence must be official documentation issued by an independent source or authority.	
In general, photographs (e.g. family gathering, funeral) are not helpful as evidence and therefore should not be sometimentation. Photographs of a graphic nature (e.g. medical condition/injury, accidents) will not be accepted.	
If you provide evidence that is in a language other than English, you must also provide an English translation by a	a NAATI-accredited translator
All timely submissions will be considered complete on submission. If you need to support a timely appeal with f 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've read and I understand the information about the appeal process on this form and confirm that:	Office use only
<ol> <li>I have a current enrolment or have been granted an approved leave of absence in the relevant program.</li> <li>I have received an 'URGENT: You will be excluded from your program for unsatisfactory academic progress' notification.</li> </ol>	
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.	
<ul><li>4. I authorise RMIT to contact the issuer of the evidence provided to confirm and/or clarify the information.</li><li>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.</li></ul>	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	
You must ensure your appeal is submitted by the appeal deadline. Late appeal applications cannot be accessible. Submit your appeal by email in PDF or JPG format from your RMIT student email account or registered personal properties.	

University Appeals Committee Secretariat Academic Registrar's Group, RMIT University

universityappeals@rmit.edu.au

CRICOS provider code: 00122A