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Appeal against the outcome from a College Appeals Committee (ColAC) application – University Appeals Committee (UAC)

Information sheet

This form is to be completed by

Students who have received an outcome from a College Appeals Committee (ColAC) application and want to appeal against the decision to the University Appeals Committee (UAC).

Submission requirements

Subject to limited exceptions, the outcome from a CoIAC application is final and can't be used as the basis for a further review. You may only appeal against the outcome of a CoIAC application where there's evidence of a breach of University regulation, policy or process by the college that had a significant impact on the outcome of your application (ground of appeal).

In order to make this appeal submission you must:

- have received an outcome from a ColAC application
- lodge this submission to ensure delivery to the UAC secretariat no later than 10 working days from the date of the above 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.

Your appeal submission must clearly explain how the ground of appeal applies to your concerns and be supported by your evidence. In general, your submission should be no longer than 10 pages.

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 outcome of a CoIAC application.

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 of appeal stated 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, polices and processes governing assessment and credit and student appeals:
 - Regulations: policies.rmit.edu.au/document/view.php?id=190 (refer to Part D)

Appeals related to final course result:

- Policy: policies.rmit.edu.au/document/view.php?id=7 (refer to 19)
- Processes: policies.rmit.edu.au/document/view.php?id=38 (refer to 7.15-7.16)

Appeals related to recognition of prior learning or credit:

- Policy: policies.rmit.edu.au/document/view.php?id=126 (refer to 13)
- Processes: policies.rmit.edu.au/document/view.php?id=37 (refer to 59-60)
- 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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ii you need more space, please attach additional page/s and write se	e 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 STEM VE
Are you currently enrolled as an offshore international student?	☐Yes ☐ No
If yes, in which country are you currently undertaking study?	
Section C – Course information	
□ a final course assessment result □ the outcome of an application for recognition of prior learning or c Please list the course/s to which your appeal refers: ○ Course code ○ Course name ○ Course name	redit transfer.
Section D – Ground of appeal You must demonstrate that you satisfy the following ground of appeal	l:
 You have evidence that there has been a breach of University regula which has had a significant impact on the outcome. 	
Please state your case against the ground of appeal. You must clearly has been breached by the CoIAC and demonstrate how the breach h	

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Section E – Supporting documentation/evidence	
In order to establish your case, please provide documentary evidence to support the ground of appeal.	NIAATI aagus siitaal tugusalatau
If you provide evidence that is in a language other than English, you must also provide an English translation by a All timely submissions will be considered complete on submission. If you need to support a timely appeal with f	
provided with this appeal submission, <i>you must obtain approval from the UAC secretariat before submission</i>	
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 that: 1. I have received an outcome from a CoIAC application.	Office use only
 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. 	
3. I authorise RMIT to contact the issuer of the evidence provided to confirm and/or clarify the information.4. 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.	Date stamp
Work process to a hoaring of the of to.	
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 according to the street and the street appeal applications cannot be according to the street appeal applicatio	
Submit your appeal by email in PDF or JPG format from your RMIT student email account or registered person. University Appeals Committee Secretariat	ai emaii account to:
Academic Registrar's Group, RMIT University universityappeals@rmit.edu.au	

CRICOS provider code: 00122A