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# Appeal against a final course assessment result – College Appeals Committee (ColAC)

# Information sheet

#### This form is to be completed by

Students who have received a final published result for a course and want to appeal against the grade awarded to the College Appeals Committee (ColAC).

#### **Submission requirements**

In order to make this appeal submission you must:

- 1. have received the published final course result
- 2. have identified the ground(s) of review/appeal relevant to the concerns you have regarding your final course result
- 3. have sought a 'stage 1: school-level review' of the final course result based on those ground(s) from the course coordinator or program manager responsible for the course (for College of Business and Law, this could be the Course Support Officer)
- 4. lodge the completed form and supporting documentation/evidence to the college office responsible for the course (Office of the Deputy Vice-Chancellor) no later than 20 working days from the date of the final course result publication (the appeal deadline). Please note, you must seek the 'stage 1: school-level review' within this timeframe or you will miss the appeal deadline.

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

Please note, disagreement with academic judgement is not a ground of appeal, and a submission made on this basis is unlikely to be successful.

In order to protect University IT systems and the integrity of your appeal submission, the complete appeal form and supporting documentation 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 CoIAC secretariat for advice immediately.

### What will happen next? Will I be granted a hearing of the ColAC?

In lodging an appeal, you're requesting a hearing of the CoIAC to consider your appeal against a final course assessment result.

Following receipt of a complete appeal submission, the college Deputy Vice-Chancellor (or nominee) will, within 20 working days, decide whether your application satisfies the submission requirements and the ground/s of appeal you have selected on page 2 of this form.

Where the eligibility criteria are deemed:

- (a) to have been met a hearing of the CoIAC 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 further 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: policies.rmit.edu.au/document/view.php?id=190 (refer to Part C)
  - 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 7.3-7.15)
- 2. For advice on the appeal process or how to complete the form please contact the relevant CoIAC secretariat:

Business and Law (CoBL)

Design and Social Context (DSC)

Science, Technology, Engineering

Phone, webchat and face-to-face Email: dsc.appeals@rmit.edu.au and Mathematics (STEM) Building 1

indie, webchat and lace-to-lace Email. usc.appealsemmiceut.au and wathernatics (STEIW)

Contact: <u>Business Connect</u> Email: <u>STEM-College-PLG-Appeals@ Email: ve.quality.policy@ rmit.edu.au rmit.edu.au rmit.edu.au</u>

3. You can also contact the RMIT Student Union for advice and support: <a href="mailto:rusu.rmit.edu.au">rusu.rmit.edu.au</a>
To make an appointment with a student rights officer, tel. +61 3 9925 5004 or email <a href="mailto:student.rights@rmit.edu.au">student.rights@rmit.edu.au</a>

#### 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 <a href="mailto:rmit.edu.au/privacy">rmit.edu.au/privacy</a>.

Vocational Education (VE)

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If you need more space, please attach additional page/s and write 'see attached' in the relevant section.

Section A - Pe	rsonal details	
RMIT student numb	er	Date of birth (DD/MM/YYYY)
Given name/s		
Family name		Contact telephone number
Section B - Pro	ogram 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 co	untry are you currently undertaking study?	
Please list the cou Course code	rese information rese/s to which your appeal refers: Course name ound/s of review and appeal	
Please select the games of the games of the course games of the course games of the course games of the course of	ground/s of review and appeal which are relevant to your case ence that there's been an error in the calculation of the result. ence that the assessment/s didn't comply with the description	of the assessment or the assessment criteria published ed in the course guide aren't consistent with the t policy or processes or another relevant rule or University
You must demons manager responsi Please provide a c your request for request is not a	age 1: School-level review of final course result strate that you've first sought a review against the ground/s set ble for the course/s (for College of Business and Law, this course) of:  a review to your school (e.g. the email you sent to your cours vailable, please detail the actions taken to seek a review and the viewed outcome from your school (if available). If you have reconstructed the school of the second outcome from your school (if available).	e coordinator or program manager). If a copy of your ne date of those actions.

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You must demonstrate that you s	against a final course assess atisfy the ground/s of appeal selecte t section of that document and expla	d in Section D. Where you refer to a cour	se guide, policy, process		
Please state your case against the		,			
, 0	Ç				
Section G – Supporting doc	cumentation/evidence				
In order to establish your case, pl	ease provide documentary evidence	to support the ground/s of appeal you've	e selected.		
If you provide evidence that is in a	language other than English, you mu	ust also provide an English translation by a	a NAATI-accredited translator.		
		ou need to support a timely appeal with			
	-	the CoIAC secretariat before submission			
Section H – Student declara	ation				
		ve read and I understand the	055-20-20-20-20-20-20-20-20-20-20-20-20-20-		
I declare that the information provided in this application is accurate. I've read and I understand the information about the appeals process presented on this form and confirm that:			Office use only		
I have received the published		oult			
	☐ I have sought a 'stage 1: school-level review' of the final course result. ☐ This appeal submission is complete and lodged within the appeal deadline or I've obtained approval from				
' '	nit evidence outside of the appeal de				
_	•	confirm and/or clarify the information.			
I understand that if I don't me won't proceed to a hearing of	Date stamp				
worth proceed to a meaning of	the conte.				
Student signature Date (DD/MM/YYYY)					
Submission instructions					
You're required to complete and s	submit pages 2 and 3 of this form, to	gether with any supporting documentation	on/evidence.		
	submitted by the appeal deadline. Itances preventing timely submission	Late appeal submissions cannot be acc on.	epted, unless there is		
Submit your appeal by email in Pl college office:	OF or JPG format from your RMIT stu	udent email account or registered person	al email account to your		
Business and Law (CoBL) CoIAC Secretariat	Design and Social Context ColAC Secretariat	Science, Technology, Engineering and Mathematics	Vocational Education CoIAC Secretariat		
CoBL Appeal Submission Portal	Email: dsc.appeals@rmit.edu.au	CoIAC Secretariat	Email: ve.quality.policy@		

Email: <u>STEM-College-PLG-Appeals@</u>

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CRICOS provider code: 00122A

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