

## This form is to be completed by

TAFE, undergraduate and postgraduate (coursework) students who have received a final published assessment result for a course and wish to appeal against the grade awarded.

## Eligibility and time lines

1. In order to meet the eligibility criteria for lodging an appeal you **must**
  - (a) have received a published final result
  - (b) have evidence as identified in the grounds of review and appeal (refer Assessment policy and assessment: conduct of assessment and appeals procedures, 4.4 Stage 1 – Review of assessment results – school level) and
  - (c) be able to demonstrate that you have sought a review of the result in accordance with the provisions prescribed under the Assessment policy and assessment: conduct of assessment and appeals procedures, 4.4 Stage 1 – Review of assessment results – school level but believe that the issue has not been resolved.
2. Your appeal submission cannot be accepted without a completed *Appeal against a final assessment result – College Appeals Committee* form with the relevant evidence as prescribed by the Assessment policy and assessment: conduct of assessment and appeals procedures and the relevant ground/s of appeal selected.
3. If you wish to support your appeal with evidence that is in a language other than English, you must provide a certified copy of the original document and a certified translation of the document by a NAATI-accredited translator.
4. The completed form and evidence must be lodged with the Pro Vice-Chancellor of the college to which the school that offers the course belongs no later than 20 working days after the date of official publication of the result.
5. Late appeal applications cannot be accepted.

## What will happen next? Will I be granted a hearing of the College Appeals Committee?

In lodging an appeal you are requesting a hearing of the College Appeals Committee to consider your appeal against a final assessment result.

Following receipt of a complete appeal submission, the college Pro Vice-Chancellor (or nominee) will, within 20 working days, decide whether your application satisfies the ground/s of appeal you have selected on page 3 of this form.

Where the eligibility criteria have been deemed:

- (a) to have been met, a hearing of the College Appeals Committee will be arranged and you will be notified of the date and time accordingly
- (b) not to 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 a further review of the decision.

## Communication

Your RMIT student email account and the postal address you provide on this form will be used for correspondence related to your appeal. The postal address you provide may be different from the mail or home address recorded in myRMIT. To update your contact details log in to my RMIT at [www.rmit.edu.au/myrmit](http://www.rmit.edu.au/myrmit) and go to the **myDetails** tab.

## Further assistance and submission

Submit pages 2 and 3 of this form, together with any supporting documentation to your college office (Office of the Pro Vice-Chancellor) addressed to the Secretary – College Appeals Committee:

Business (Business Central)  
Building 80, Level 7  
tel. +61 3 9925 5680  
email [bus.appeals@rmit.edu.au](mailto:bus.appeals@rmit.edu.au)

Design and Social Context  
Building 101, Level 10  
tel. +61 3 9925 2226  
email [dsc.appeals@rmit.edu.au](mailto:dsc.appeals@rmit.edu.au)

Science, Engineering and Health  
Building 14, Level 12  
tel. +61 3 9925 9780  
email [seh.appeals@rmit.edu.au](mailto:seh.appeals@rmit.edu.au)

Assessment, Academic Progress and Appeals regulations, Part 3, College Appeals Committee at [www.rmit.edu.au/policies](http://www.rmit.edu.au/policies).

RMIT Student Union [www.su.rmit.edu.au](http://www.su.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).

We strongly recommend that you read the University regulations, policy and procedures governing assessment and student appeals. Refer to [www.rmit.edu.au/policies/academic#assessment](http://www.rmit.edu.au/policies/academic#assessment).

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 federal government information handling acts, regulations and statutes. Refer to [www.rmit.edu.au/privacy](http://www.rmit.edu.au/privacy).



**Section A – Personal details**

Student no. \_\_\_\_\_

Title      Family name

Given name/s

Date of birth (dd/mm/yyyy)

Contact no.

**Postal address details** for the duration of the appeals process.

Number      Street

Suburb

State

Country

Post code

If you need to change this address while your appeal is being processed, please contact the College Appeals Committee Secretariat.

**Appeal against  
a final  
assessment result  
– College Appeals  
Committee**

**Section B – Program details**

Program name

Program code

School

College

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**

Please provide details of the course which relates to your appeal:

Subject area	Catalogue no.	Course name

**Section D – Stage 1 – Review of assessment results – school**

To be eligible to lodge this appeal you must demonstrate that you have first sought a review of the final result in accordance with the provisions prescribed under the Assessment policy and assessment: conduct of assessment and appeals procedures 4.4 Stage 1 – Review of assessment results – school level but believe that the issue has not been resolved.

Please provide details of the action you have taken to seek a review of the result with your course coordinator/program manager responsible for the course. Documentation and evidence relating to the review should be listed below and must accompany this appeal submission. If you have been unable to complete this stage please provide an explanation as to why this could not be completed.

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