

HINTS

- Have you booked your student rights appointment? If not, do so now and get a Student Rights Officer to help support you with your application.
- You are not automatically granted a hearing at the University Appeals Committee (UAC). You must meet at least one of the 4 grounds (listed below) to get yourself a hearing. If you are not sure if you fit or on which grounds, you need to discuss this with your Student Rights Officer.
- Two things to consider when writing this letter are - Are you nearly at the end of your program? Are you in the right program?

Date

Your Name

Your Student Number

Your Contact Details

Dear University Appeals Committee Secretariat,

I wish to submit the following statement to appeal against the decision to be excluded from my program due to unsatisfactory progress. As indicated by my Appeal Against Exclusion Application Form attached to this letter, I am appealing on the grounds of;

- (List here which of the four ground you wish to appeal on, the ground can be found at <http://www.rmit.edu.au/browse;ID=vj2g89cve4uj1>)

(While many students are able to identify with the fourth ground, it is important to seriously consider which grounds apply to you and if there are multiple grounds that relate to you. You can appeal on more than one ground. If unsure, RUSU Student Rights Officers can help you with this).

The reasons and evidence I have for appealing on the above ground(s) are laid out in the following letter. I will illustrate that over the past (WHAT TIME PERIOD?) my ability to achieve my full potential and be successful in my studies was disrupted by: what went wrong in that given semester/s where you failed your courses/subjects?

- What really contributed to what went wrong?
- Were you or somebody close to you sick?
- Did you do paid work for too many hours?
- Did you feel isolated or depressed? Did you not know about services that could help you?
- Is this your first year at Uni, did you find the whole experience overwhelming?
- Do you know of services that can support/help you now?
- Did an illness you have (or someone close to you) have a direct impact on your ability to study?
- Do you have any evidence about what went wrong? Medical certificates, doctor's/counselor's letters?
- Was there a stressful situation that you were dealing with? Breakup of a relationship?

WHAT WAS THE IMPACT OF ANY OF THESE THINGS ON YOUR ABILITY TO STUDY SUCCESSFULLY?

Important: you are wanting to demonstrate that you have the ability and capacity to complete your studies successfully, but things outside of your control (or things that you have now changed) had a direct impact on your ability to do so.

As a result of these circumstances causing me to achieve unsatisfactory results in my subjects last semester, I have since implemented the following changes: Here you should write about what you have already done, and what will you continue to do to ensure that you are able to undertake your studies more successfully in the future.

Things to consider when writing this section of the letter are;

- What have you done to address what happened in the past?
- What assistance have you sought? Counsellor, doctor, Study & Learning Centre?
- Have you cut back on your paid work?
- Dig out the Academic Performance Improvement plan. Did you go to your meeting with an academic advisor? If not, how come?
- What were the recommendations of the advisor? Were there any? Did you follow them? If so, write about how that may have helped, and if not, why? Was it because of those things that impacted your academic performance?
- How can you demonstrate that you are not at risk of failing again?
- Have you got a plan/ strategy in place, what about a timetable for this semester?
- If some of the issues that impacted on your studies are persisting still, how will you manage these things so that they don't interfere with your studies?

The UAC will consider the likelihood of you succeeding in your next academic period of study should you be permitted to remain in the program.

The following evidence supports my application, **REMEMBER YOU MUST PROVIDE EVIDENCE TO GO WITH YOUR LETTER.** This can include a statement from family/friends as well as a statutory declaration filled out by you or family and/or friends or any other evidence. If there is some particular evidence that was not available at the time of your 'SHOW CAUSE' letter but is available to you now, get it! This means that you can also select a second ground for appeal. Explain why the evidence was not available at the time of your 'show cause' letter.

As illustrated above I believe that it is unreasonable and excessive to be excluded from my program and that the circumstances that led to my poor performance academically were severe and I have implemented solutions so that I can now continue to achieve my full academic potential at RMIT.

Regards,

Your Name

Disclaimer:

The information in this leaflet is a general guide only. RMIT is a very complex environment, and there are often a number of different rules which apply.

For more student rights information visit our website: www.su.rmit.edu.au/student-rights

For additional assistance drop into or call a Student Union Front Office to speak with a Student Liaison Officer;

City	Building 5, Level 1	Phone: 03 9925 5004
City (Carlton)	Building 57, Level 4	Phone: 03 9925 1842
Brunswick	Building 514, Level 2	Phone: 03 9925 9478
Bundoora	Building 204, Level 1	Phone: 03 9925 7226

Or, send detailed information regarding your case to student.rights@rmit.edu.au

For enquiries call 9925 5004

If required, an appointment will be made for you with a Student Rights Officer