

This form is to be completed by

Students who have received a *'We intend to exclude you from your program for unsatisfactory academic progress'* notification from the Academic Registrar and who wish to appeal the decision of the school to exclude them from their program due to continued unsatisfactory academic progress.

Submission requirements

Prior to making this appeal submission you must:

- have received *'We intend to exclude you from your program for unsatisfactory academic progress'* notification from the Academic Registrar via your student email account
- have a current enrolment or have been granted an approved leave of absence
- lodge this submission to ensure delivery to the UAC secretariat by the prescribed due date.

Appeal applications which do not meet **all** of the above submission requirements cannot 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 appeals form and documentary evidence will only be accepted if submitted by email in PDF or JPG format. If you believe the circumstances of your appeal require submission via an alternative format, please immediately contact the UAC secretariat for advice.

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

In lodging an appeal you are requesting a hearing of the UAC to consider your appeal against the decision of the school to exclude you from your program.

Following receipt of a complete and eligible appeal submission, the Academic Registrar (or nominee) will, within 20 working days, decide whether your application satisfies the ground/s of appeal you have selected 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 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 an external review of the decision.

Communication

Your RMIT student email account will be used for correspondence related to your appeal.

Further assistance

For advice on the appeal process or how to complete the form contact:

UAC secretariat

Tel. +61 3 9925 8846 or +61 3 9925 8964

Email: universityappeals@rmit.edu.au

Assessment, Academic Progress and Appeals regulations, Part 4,
University Appeals Committee at www.rmit.edu.au/policies.

RMIT Student Union 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.

We strongly recommend that you read the University regulations, policy and procedures governing academic progress and student appeals. Refer to www.rmit.edu.au/policies/academic and www.rmit.edu.au/students/acadprogress.

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.



Appeal against exclusion – University Appeals Committee

Section A – Personal details

Student no. _____

Family name _____

Given name/s _____

Date of birth (dd/mm/yyyy) _____

Contact no. _____

Section B – Program details

Program name _____

Program code _____

School _____

College

BUS

DSC

SEH

Are you currently enrolled as an offshore international student?

Yes

No

If yes, in which country are you currently undertaking study? _____

Section C – Grounds of appeal

You must:

- indicate the ground/s of your appeal by ticking the appropriate box below
- provide a written submission stating your case against the exclusion decision, referring to the ground/s of appeal you have selected below
- attach copies of any supporting documentation that you wish to be considered.

A student may appeal against an exclusion decision to the UAC where they can provide evidence that they have met **one or more** of the following grounds (please tick):

- | | |
|---|--|
| <input type="checkbox"/> There is evidence that the decision was made on the basis of personal bias or ill will. | <input type="checkbox"/> There is significant new, relevant evidence that was not available at the time the student was required to 'show cause' why they should not be excluded. |
| <input type="checkbox"/> There is evidence of a breach of the Assessment: academic progress (coursework programs) procedure or another relevant University statute or regulation, policy or procedure in the handling of the exclusion process (this includes evidence of a procedural error in the handling of an appeal against assessment or evidence that the school failed to implement the academic progress intervention strategy described in the Assessment policy and its associated procedures). | <input type="checkbox"/> There is evidence that the penalty of exclusion is unreasonable, excessive or inappropriate (this includes evidence of compassionate or compelling circumstances – see definition below). |

Compassionate or compelling circumstances

The following are some examples of what may be considered compassionate or compelling circumstances for the purposes of reviewing a student's 'show cause' and/or appeal applications. Each appeal is assessed against the ground/s for appeal on its individual merits.

Compassionate or compelling circumstances are generally those beyond the control of the student and they have an impact on the student's capacity and/or ability to progress through a program.

These could include:

- serious illness or injury, where a medical certificate states that the student was unable to attend classes
- bereavement due to loss of a close family member such as a parent or grandparent (where possible a death certificate should be provided)
- major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on studies
- a traumatic experience which could include but is not limited to:
 - involvement in or witnessing of a serious accident or
 - a serious crime committed against the student or
 - the student has been a witness to a serious crime, and this has impacted on the student (these cases should be supported by police or psychologist's reports).

Section D – Statement

Please provide the details of your case including the grounds for your appeal. If you need more space, please attach additional page/s and write ‘see attached’ in this section. The information and evidence you provide will be used by the Academic Registrar (or nominee) to determine whether you will be granted a hearing of the UAC to consider your appeal against exclusion.

Section E – Supporting documentation/evidence

You are required to establish a case against the decision and to provide documentary evidence to support the grounds of appeal you have selected. All timely appeals will be considered fully complete upon submission. If you need to support a timely appeal with further evidence which **cannot** be provided with this appeal submission, **you must obtain approval from the UAC secretariat prior to submission.**

If you wish to support your appeal with evidence that is in a language other than English, you must provide an English translation by a NAATI-accredited translator.

Section F – Student declaration

I declare that the information provided in this application is accurate. I have read and I understand the information about the appeals process on this form and confirm that:

1. I am currently enrolled or I have been granted an approved leave of absence.
2. I have received via student email a ‘*We intend to exclude you from your program for unsatisfactory academic progress*’ notification from the Academic Registrar and my appeal submission is lodged to ensure delivery within 20 working days from the date of the exclusion advice.
3. I have selected the grounds of appeal (see Section C) and addressed these, providing evidence where applicable.
4. This appeal is lodged fully complete or I have obtained approval from the UAC secretariat to submit evidence outside the submission deadline.
5. I understand that if I do not meet the eligibility criteria my appeal submission will not proceed to a hearing of the UAC.

Office use only
UAC stamp

Student signature

Date (dd/mm/yy)

Submission

You are required to complete Sections A to F and submit pages 2 and 3 of this form, together with any supporting documentation.

You must ensure that your appeal is submitted to ensure delivery within 20 working days from the date the notice of exclusion was sent by the Academic Registrar.

Late appeal applications cannot be accepted.

Submit your appeal:

- by email to universityappeals@rmit.edu.au in PDF or JPG format
- by hand delivery to UAC Secretariat, Student Governance, Office of the Academic Registrar, Building 88, Level 9, 440 Elizabeth Street, Melbourne 3000.