

For pretty much every letter, application or form that you will need to submit to RMIT to ask for extensions, special consideration, appealing against assessment, exclusion and special consideration determinations, you are required to supply evidence. Realistically your case will not be as seriously considered without it and this can be problematic when your case is not based around a medical condition.

So we compiled this list to illustrate some (but certainly not all) of the forms that documentary evidence can take, and hopefully make your application process a little easier.

HINT

- Make sure to keep copies of all the evidence you submit and get a receipt of your submission from The Hub, your school, post office (if sent in) or save emails

Medical Evidence

- Medical reports and/or doctors certificates
- RMIT Medical or Health Grounds Impact Statement (this is more important than a doctors certificate, which is not considered sufficient, when it comes to applying for special consideration. See Special Consideration Form Guide on the RUSU website.
- a counsellor's statement (as additional support for cases of depression, etc.).

Non Medical Evidence

- A police report.
- A statutory declaration - a written statement declared to be true in the presence of an authorised witness. Be aware that a person who willfully makes a false statement in a statutory declaration is guilty of an offence and may be fined or jailed, or both.
- A counsellor's statement/letter.
- A death certificate of a close relative – often this is quite hard to obtain as a family going through the trauma of a death may not have a death certificate on hand, or you may not feel comfortable asking for it off family members. Funeral notices, death notices and letter from funeral homes can also be submitted.
- Evidence that proves you have a familial relation to someone, for example a spouse, child, or sibling. Marriage certificates and birth certificates are the most common examples of these.
- Proof of attendance at support services from referrals and/or recommendations you agreed to attend as part of your Academic Improvement Plan.
- Letters from landlords or employers - for cases such as pipes bursting, or other household emergencies and extra hours or reduction in work hours or a traumatic event that occurred at work.
- Eviction notice, lease showing date you moved house.
- Letters from family/friends/lecturers verifying what happened to you or your ability to be successful in your studies.
- Email confirming enrolment in Study and Learning Centre Workshops.

- Good results for individual assessments (particularly for subjects you failed) - this shows that you generally have a good academic track record or that you have turned a corner and your academic performance is improving.
- Study timetable you have made to help you in future - making it detailed is not a bad thing, include weekly events such as club, team or sporting commitments, work shifts, time dedicated to study, library time, classes, etc.
- Emails sent to or from lecturers or RMIT staff where you have asked for assistance, re-assessment of your grades, raised problems etc.
- Attendance records showing that you are or did attend all your classes.
- Emails from other students saying you are studying in a group with them and they are going to assist you in the future. If there is a student with good academic results who will be helping you, you could attach their academic results as well with their permission. Keep in mind that you should ask the student if they are OK with you mentioning them or their results in your submission, and you must not pressure them to say yes.
- Evidence that you now have a tutor to help you.

This list is not exhaustive but does provide a good overview of many of the different types of evidence that can be submitted. Remember that your evidence is there to support your written submission in demonstrating why your performance was poor and how it will improve.

Some of these examples would not be sufficient as standalone evidence (for example letters from family and friends). To have a good chance of success your appeal must include official documentation from an independent source or authority.

If you are still unsure or feel there is no way other than your word to support your application or letter, make sure to come and book into see a RUSU Student Rights Officer.

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.