

Appeal against exclusion – University Appeals Committee (UAC)

Information sheet

This form is to be completed by

Students who have received an '(Urgent) We intend to exclude you from your program for unsatisfactory academic progress' notification from the Academic Registrar and want to appeal against the school's exclusion decision to the University Appeals Committee (UAC).

Submission requirements

In order to make this appeal submission you must:

- have a current enrolment or have been granted a leave of absence in the relevant program
- have received an '(Urgent) We intend to exclude you from your program for unsatisfactory academic progress' notification from the Academic Registrar via your RMIT student email account
- lodge this submission to ensure delivery to Vietnam (VN) Assessment Support no later than 20 working days from the date of the above notification (the appeal deadline).

Appeal applications that don't meet all of the above submission requirements can't 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 appeal form and documentary evidence 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 VN Assessment Support for advice immediately.

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

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

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

Where the eligibility criteria have been deemed:

- (a) to have been met – your school will be invited to review your appeal submission together with your academic history. If your school wishes to proceed with the exclusion decision, a hearing of the UAC 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 an external review of the decision.

Communication

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

Further assistance

1. We strongly recommend that you read the University regulations, policies and processes governing academic progress and student appeals:
 - Regulations: policies.rmit.edu.au/document/view.php?id=190 (refer to Part D)
 - Policy: policies.rmit.edu.au/document/view.php?id=7 (refer to 70, 73-74)
 - Processes: policies.rmit.edu.au/document/view.php?id=38 (refer to 7.18-7.22)
2. For advice on the appeal process or how to complete the form contact:
VN Assessment Support
Email: assessment.support@rmit.edu.vn
3. You can also contact the RMIT Student Council for advice and support: rmit.edu.vn/students/campus-life/student-council

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 rmit.edu.au/privacy.

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

Section A – Personal details

RMIT student number _____ Date of birth (DD/MM/YYYY) _____

Given name/s _____

Family name _____ Contact telephone number _____

Section B – Program details

Program name _____ Program code _____

School _____ College ☐ BUS ☐ DSC ☐ STEM ☐ VE

Are you currently enrolled as an offshore international student? ☐ Yes ☐ No

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

Section C – Ground/s of appeal

You must demonstrate that you satisfy at least one of the following ground/s of appeal (please tick):

- ☐ You have evidence that the decision to exclude was made on the basis of personal bias or ill-will.
- ☐ You have evidence that there was a breach of a relevant rule or University policy in the handling of the exclusion process which had a significant impact on the exclusion decision.
- ☐ You have significant new, relevant evidence applicable to the period/s of unacceptable academic performance that was not available at the time you were required to 'show cause' why you should not be excluded.
- ☐ You have evidence that the penalty of exclusion is unreasonable, excessive or inappropriate (this includes evidence of compassionate or compelling circumstances).

Compassionate or compelling circumstances

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

These could include, but are not limited to:

- 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
 - a serious crime committed against the student
 - 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 report).

Where you refer to a rule or policy, please specify the relevant section of that document and explain how it relates to your case.

Please state your case against the ground/s of appeal you have selected.

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on the right side, suggesting it's part of a bound notebook.

In order to establish your case, please provide documentary evidence to support the ground/s of appeal you've selected. Evidence must be official documentation issued by an independent source or authority.

In general, photographs (e.g. family gathering, funeral) are not helpful as evidence and therefore should not be submitted in place of official documentation. *Photographs of a graphic nature (e.g. medical condition/injury, accidents) will not be accepted under any circumstance.*

If you provide evidence that is in a language other than English, you must also provide an English translation by a NAATI-accredited translator.

All timely submissions will be considered complete on submission. If you need to support a timely appeal with further evidence that can't be provided with this appeal submission, *you must obtain approval from VN Assessment Support before submission.*

1. I have a current enrolment or have been granted an approved leave of absence in the relevant program.
2. I have received an '*Urgent* We intend to exclude you from your program for unsatisfactory progress' notification.
3. This appeal submission is complete and lodged within the appeal deadline or I've obtained approval from the UAC secretariat to submit evidence outside of the appeal deadline.
4. I authorise RMIT to contact the issuer of the evidence provided to confirm and/or clarify the information.
5. I understand that if I don't meet the eligibility criteria defined on page 1 of this form my appeal submission won't proceed to a hearing of the UAC.

Office use only

Date stamp

Student signature _____ Date (DD/MM/YYYY) _____

You're required to complete and submit pages 2 and 3 of this form, together with any supporting documentation/evidence.

You must ensure your appeal is submitted by the appeal deadline. Late appeal applications cannot be accepted.

Submit your appeal by email in PDF or JPG format from your RMIT student email account or registered personal email account to:

VN Assessment Support
Academic Registrar's Group, RMIT University
assessment.support@rmit.edu.vn

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