

Appeal against a final course assessment result – College Appeals Committee (CoIAC)

Information sheet

This form is to be completed by

Students who have received a final published result for a course and want to appeal against the grade awarded to the College Appeals Committee (CoIAC).

Submission requirements

In order to make this appeal submission you must:

1. have received the published final course result
2. have identified the ground(s) of review/appeal relevant to the concerns you have regarding your final course result
3. have sought a 'stage 1: school-level review' of the final course result based on those ground(s) from the course coordinator or program manager responsible for the course (for College of Business and Law, this could be the Course Support Officer)
4. lodge the completed form and supporting documentation/evidence to the college office responsible for the course (Office of the Deputy Vice-Chancellor) no later than 20 working days from the date of the final course result publication (the appeal deadline). Please note, you must seek the 'stage 1: school-level review' within this timeframe or you will miss the appeal deadline.

Your appeal submission must clearly explain how the ground(s) of appeal apply to your concerns and be supported by your evidence. In general, your submission should be no longer than 10 pages.

Please note, disagreement with academic judgement is not a ground of appeal, and a submission made on this basis is unlikely to be successful.

In order to protect University IT systems and the integrity of your appeal submission, the complete appeal form and supporting documentation 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 the CoIAC secretariat for advice immediately.

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

In lodging an appeal, you're requesting a hearing of the CoIAC to consider your appeal against a final course assessment result.

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

Where the eligibility criteria are deemed:

- (a) to have been met – a hearing of the CoIAC 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 further review of the decision.

Communication

Your RMIT student email account will be used for correspondence related to your appeal. If you are no longer a current student, your registered personal email account will be used.

Further assistance

1. We strongly recommend that you read the University regulations, policies and processes governing assessment and student appeals:
 - Regulations: policies.rmit.edu.au/document/view.php?id=190 (refer to Part C)
 - Policy: policies.rmit.edu.au/document/view.php?id=7 (refer to 19)
 - Processes: policies.rmit.edu.au/document/view.php?id=38 (refer to 7.3-7.15)

2. For advice on the appeal process or how to complete the form please contact the relevant CoIAC secretariat:

Business and Law (CoBL)	Design and Social Context (DSC)	Science, Technology, Engineering and Mathematics (STEM)	Vocational Education (VE)
Phone, webchat and face-to-face	Email: dsc.appeals@rmit.edu.au	Email: STEM-College-PLG-Appeals@rmit.edu.au	Building 1
Contact: Business Connect (Australia)			Email: ve.quality.policy@rmit.edu.au

3. You can also contact the RMIT Student Union for advice and support: rusu.rmit.edu.au

To make an appointment with a student rights officer, tel. +61 3 9925 5004 or email student.rights@rmit.edu.au

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 – Course information

Please list the course/s to which your appeal refers:

Course code	Course name

Section D – Ground/s of review and appeal

Please select the ground/s of review and appeal which are relevant to your case (please tick):

- You have evidence that there's been an error in the calculation of the result.
- You have evidence that the assessment/s didn't comply with the description of the assessment or the assessment criteria published in the course guide.
- You have evidence that the assessment/s or the assessment criteria published in the course guide aren't consistent with the requirements of the relevant training package or accredited course.
- You have evidence that the assessment/s didn't comply with the assessment policy or processes or another relevant rule or University policy (i.e. there's been an error in process) and this has had a significant impact on the result.

Section E – Stage 1: School-level review of final course result

You must demonstrate that you've first sought a review against the ground/s selected in Section D, from the course coordinator or program manager responsible for the course/s (for College of Business and Law, this could be the Course Support Officer).

Please provide a copy of:

- your request for a review to your school (e.g. the email you sent to your course coordinator or program manager). If a copy of your request is not available, please detail the actions taken to seek a review and the date of those actions.
- the response/reviewed outcome from your school (if available). If you have received no response, please state this.
