

# Appeal against the outcome from a College Appeals Committee (CoIAC) application – University Appeals Committee (UAC)

## Information sheet

### This form is to be completed by

Students who have received an outcome from a College Appeals Committee (CoIAC) application and want to appeal against the decision to the University Appeals Committee (UAC).

### Submission requirements

Subject to limited exceptions, the outcome from a CoIAC application is final and can't be used as the basis for a further review. You may only appeal against the outcome of a CoIAC application where there's evidence of a breach of University regulation, policy or process by the college that had a significant impact on the outcome of your application (ground of appeal).

In order to make this appeal submission you must:

- have received an outcome from a CoIAC application
- lodge this submission to ensure delivery to the UAC secretariat no later than 10 working days from the date of the above outcome (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.*

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

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 the UAC secretariat 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 outcome of a CoIAC application.

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 of appeal stated 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 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. 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 credit and student appeals:

- Regulations: [policies.rmit.edu.au/document/view.php?id=190](https://policies.rmit.edu.au/document/view.php?id=190) (refer to Part D)

Appeals related to final course result:

- Policy: [policies.rmit.edu.au/document/view.php?id=7](https://policies.rmit.edu.au/document/view.php?id=7) (refer to 19)
- Processes: [policies.rmit.edu.au/document/view.php?id=38](https://policies.rmit.edu.au/document/view.php?id=38) (refer to 7.15-7.16)

Appeals related to recognition of prior learning or credit:

- Policy: [policies.rmit.edu.au/document/view.php?id=126](https://policies.rmit.edu.au/document/view.php?id=126) (refer to 13)
- Processes: [policies.rmit.edu.au/document/view.php?id=37](https://policies.rmit.edu.au/document/view.php?id=37) (refer to 59-60)

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

University Appeals Committee Secretariat  
Email: [universityappeals@rmit.edu.au](mailto:universityappeals@rmit.edu.au).

3. You can also contact the RMIT Student Union for advice and support: [rusu.rmit.edu.au](https://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](mailto: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](https://rmit.edu.au/privacy).



