

# Appeal against a student misconduct decision – Student Conduct Appeals Committee (SCAC)

## Information sheet

### Appeals against misconduct

Senior Officers and the Student Conduct Board are authorised to penalise students for misconduct. The appeal process allows students to appeal against the decision of misconduct (findings of fact) and/or the consequences or penalty applied.

### Important information

Your appeal application must meet the following criteria:

- be in writing and sufficiently address the selected ground/s of appeal
- include the evidence on which you rely to support the selected ground/s of appeal
- have sufficient merit or substance to warrant review or hearing
- be lodged within 20 working days from the date of the written advice of the Senior Officer or Student Conduct Board.

Appeals received after 20 working days will not be considered.

### How you will be contacted

The University will communicate via your student email account. Go to [Enrolment Online](#) to ensure your contact details are up to date.

### Appeal options

If you select to appeal the decision of misconduct (findings of fact), you disagree with the decision that you committed misconduct and the consequences or penalty applied.

If you select to appeal the consequences or penalty only, you acknowledge that you committed misconduct but disagree with the consequences or penalty applied. The decision that you committed misconduct will remain.

### What happens after submission of an appeal

You will be sent an email confirming that your appeal has been received. You may be asked to make changes to your appeal if it is incomplete, for example, if you have not identified the grounds of your appeal.

If your application to appeal is accepted, it will be considered by Student Conduct Appeals Committee within 30 days of completion.

You will receive information about the committee hearing at least 10 working days before the hearing. This information will include:

- the date, time and location of the hearing
- details of the membership and powers of the committee
- an explanation of your rights.

### Where to get assistance and advice

- **Student Conduct Appeals Committee Secretariat**  
Tel: +61 3 9925 8961  
Email: [arg.studentconductappeals@rmit.edu.au](mailto:arg.studentconductappeals@rmit.edu.au)
- **RMIT University Student Union (RUSU)**  
To request assistance with preparing your appeal or to make an appointment with a Student Rights Officer:  
Tel: +61 3 9925 5004  
Email: [student.rights@rmit.edu.au](mailto:student.rights@rmit.edu.au)

We strongly recommend that you read the University regulations, policy and procedures governing student conduct and student appeals. Go to [rmit.edu.au/policies](http://rmit.edu.au/policies).

### 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](http://rmit.edu.au/privacy).

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## Appeal application

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### Section A – Personal details

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

Given name/s \_\_\_\_\_

Family name \_\_\_\_\_ Contact telephone number \_\_\_\_\_

If your contact details change while your appeal is in progress please contact the SCAC Secretariat.

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### Section B – Program details

Program name \_\_\_\_\_ Program code \_\_\_\_\_

School \_\_\_\_\_ College  BUS  DSC  STEM  VE

Award level  certificate or diploma  associate degree  degree  master  Higher Degree by Research

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

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

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### Section C – Decision against which the appeal is made

The decision and penalty for misconduct were made by: (please tick relevant box)

Student Conduct Board  Senior Officer Senior Officer name \_\_\_\_\_

Date of hearing if applicable (DD/MM/YYYY) \_\_\_\_\_ Date of outcome notification (DD/MM/YYYY) \_\_\_\_\_

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### Section D – Scope of appeal

I wish to appeal against: (please tick the relevant box)  Misconduct decision (findings of fact) and consequences or penalty applied  
 Consequences or penalty only.

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### Section E – Ground of appeal

I wish to appeal on the following ground/s: (please tick the relevant box/es)

that the determination was made based on personal bias

that there has been a breach of RMIT legislation, regulation, policy or procedure in the course of the determination, which has substantially affected or been determinative of the outcome of the matter, or the penalty or consequence applied

that the consequences or penalties applied are unreasonable, excessive, or inappropriate

that there is new supporting material or evidence of a substantial nature that:

- could not reasonably have been provided at the time of the original hearing or there was no reasonable opportunity to make a written submission (as appropriate), and
- this material or evidence would likely have substantially affected or been determinative of the outcome of the matter, or the penalty or consequences applied.

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### Section F – Statement and evidence

Your statement should address the decision of misconduct (findings of fact) and/or consequences or penalty in line with your selected grounds.

If you have selected consequences or penalty only, your statement should relate to the penalty in line with your selected grounds.

If you have selected to appeal the decision **and** consequences or penalty, your statement should address the decision of misconduct and consequences or penalty in line with your selected ground/s.

When you submit your appeal, you must attach a written statement explaining each ground you selected in section E and why you believe your selected ground/s are relevant to your situation.

Please provide any relevant evidence which will support your statement.

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](#)-recognised translator.

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## Appeal application

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### Section G – Student declaration

I declare that the information provided in this application is accurate. I have read and understand the important information about the appeals process provided on page 1 of this form and confirm that:

1. I have received a student misconduct decision notification from a Senior Officer or the Student Conduct Board and have included a copy of this outcome with my appeal submission.
2. I understand my appeal application should be submitted within 20 working days from the date of the student conduct outcome advice and that appeals received after 20 working days will not be considered.
3. I have selected the grounds of appeal (see Section E) and addressed these, providing evidence where applicable.
4. I have included all relevant information to support my appeal.
5. I understand that if I do not meet the eligibility criteria my appeal submission will not proceed to a hearing of the Student Conduct Appeals Committee.
6. I understand that provision of false or misleading information is grounds for disciplinary action.
7. I give consent for the University to contact the author of any supporting document I have submitted to confirm/clarify the information provided.

Student signature \_\_\_\_\_ Date (DD/MM/YYYY) \_\_\_\_\_

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### Section H – Checklist and submission

Check that you have completed the following before submitting your appeal:

- Section A: Your personal details including student number and contact number
- Section B: Your program details
- Section C: Information about the decision you are appealing
- Section D: Identified whether your appeal is against the decision (findings of fact) and consequences or penalty, or consequences or penalty only
- Section E: Chosen the ground/s of your appeal
- Section F: Provided a statement and evidence. Does your submission include a copy of the decision of the Senior Officer or Student Conduct Board?
- Section G: Read, signed and dated the student declaration.

### Submission

Email: [arg.studentconductappeals@rmit.edu.au](mailto:arg.studentconductappeals@rmit.edu.au)