

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 sought a 'stage 1: school-level review' of the final course result
3. lodge the completed form and supporting documentation/evidence to your college office (Office of the Pro-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.

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 Pro Vice-Chancellor (or nominee) will, within 20 working days, decide whether your application satisfies 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:
 - rmit.edu.au/about/governance-and-management/statutes-and-regulations/assessment-academic-progress-appeals-regulations (refer to Part 3)
 - rmit.edu.au/about/governance-and-management/policies/assessment-policy (refer to 2.5)
 - rmit.edu.au/content/dam/rmit/documents/about/policy/assessment/assessment-processes.pdf (refer to 7.1–7.15)
2. For advice on the appeal process or how to complete the form please contact the relevant CoIAC secretariat:

<ul style="list-style-type: none"> ▪ Business (Business Connect) 	<ul style="list-style-type: none"> ▪ Design and Social Context 	<ul style="list-style-type: none"> ▪ Science, Engineering and Health
Building 80, Level 7 Tel. +61 3 9925 5680 Email: bus.appeals@rmit.edu.au	Building 101, Level 10 Email: dsc.appeals@rmit.edu.au	Building 88, Level 8 Tel. +61 3 9925 9520 Email: seh.appeals@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) _____

Full name _____

_____ Contact telephone number _____

Section B – Program details

Program name _____ Program code _____

School _____ College BUS DSC SEH

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:

Subject area Catalogue no. Course name

Subject area	Catalogue no.	Course name

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

You must demonstrate that you've first sought a review with the course coordinator or program manager responsible for the course/s.

Please provide a copy of:

- your request for a review to your school (if available). If not available, please detail the actions taken to seek a review.
- the response/reviewed outcome from your school (if available). If you have received no response, please state this.

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Section E – Stage 2: Appeal against a final course assessment result to the CoIAC

You must demonstrate that you satisfy at least one of the following ground/s of appeal (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.

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

Section F – Supporting documentation/evidence

In order to establish your case, please provide documentary evidence to support the ground/s of appeal you've selected.

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 fully 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 the CoIAC secretariat before submission.*

Section G – Student declaration

I declare that the information provided in this application is accurate. I've read and I understand the information about the appeals process presented on this form and confirm that:

1. I have received the published final course result.
2. I have sought a 'stage 1: school-level review' of the final course result.
3. This appeal submission is lodged fully complete within the appeal deadline or I've obtained approval from the CoIAC 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 my appeal submission won't proceed to a hearing of the CoIAC.

Office use only

Date stamp

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

Submission instructions

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 submissions 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 your college office:

- **Business (Business Connect)**
CoIAC Secretariat
Email: bus.appeals@rmit.edu.au
- **Design and Social Context**
CoIAC Secretariat
Email: dsc.appeals@rmit.edu.au
- **Science, Engineering and Health**
CoIAC Secretariat
Email: seh.appeals@rmit.edu.au