

# Notice of Appeal Form



Before you complete and submit the form you should discuss the situation with a student advocate.

After the form has been assessed you will be informed by email whether or not your appeal application has been accepted and what will happen next, or what other options (if any) are available to you.

Email completed form to [appeals@unitec.ac.nz](mailto:appeals@unitec.ac.nz)

## 1. Your Details

First Name:	<input type="text"/>	Last Name:	<input type="text"/>
Unitec Student ID number:	<input type="text"/>	Phone:	<input type="text"/>
Email:	<input type="text"/>		
Postal address:	<input type="text"/>		
<input type="text"/>	Postcode:	<input type="text"/>	

The best way for us to contact you in relation to this request

☐ Email ☐ Phone

Please tick any of the boxes that apply to you

☐ International ☐ Māori ☐ Pacific ☐ Disability ☐ Under 25

## 2. Programme Details

Programme name:	<input type="text"/>
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### 3. Details of appeal

#### What is your appeal about (select one)

- ☐ An academic complaint or academic integrity matter or review process (continue to outcome A)
- ☐ A non-academic complaint (continue to outcome A)
- ☐ A postgraduate research or scholarship decision (continue to outcome A)
- ☐ An ākonga breach of discipline decision (continue to outcome B)

#### Outcome A (Select one)

Tick the relevant option to indicate the grounds for your appeal

- ☐ There is new information which has a bearing on the matter, and which was previously unavailable (and could not reasonably have been made available at the time the disputed decision was made)
- ☐ There was a flaw in the process relating to the decision the ākonga seeks to appeal

#### Outcome B (Select one)

For 'Outcome of a Student Disciplinary Investigation', tick the relevant option to indicate the grounds for your appeal.

- ☐ That the procedure used for investigating or resolving the prohibited conduct was unfair or biased OR
- ☐ That the decision of the investigator could not reasonably be sustained on the evidence OR
- ☐ That significant new evidence which was not previously available has become available since the investigation which could have a material effect on the decision made or the penalty imposed OR
- ☐ That the disciplinary action/s taken were out of proportion to the nature of the breach of discipline and the full circumstances of the case

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### 4. Reason for request for appeal

#### Grounds for appeal

Provide details regarding the grounds for appeal that you have indicated above (use a separate sheet of paper if necessary).



### Supporting evidence

Provide evidence that will help us investigate your appeal. You can write the information below, attach evidence when you submit this form, or tell us how any documents or evidence can be obtained.

Attach the email/letter informing you of the decision which you would like to appeal.

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### 5. Outcome

What would you like to see as an outcome of this appeal?

### 6. Declaration

☐ I confirm that I have completed this form, or have overseen the completion of the form, and that the contents are true and correct to the best of my knowledge

☐ I understand that any persons mentioned in this form will be informed

Date