



Procedure for the Conduct of Appeals

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1. PURPOSE AND APPLICATION

The purpose of this procedure is to ensure Student appeals are managed fairly and accountably.

This procedure applies to all Student appeals as outlined in Section 13.1 of the **Academic and Programme Management Policy**.

Note: This procedure does not apply to appeals relating to student disciplinary matters. Such appeals are set out in the Student Disciplinary Statute.

2. DEFINITIONS

In this procedure, unless the context otherwise requires, the following definitions shall apply:

“Appeal Hearing” means a meeting arranged between the Convenor and other invited parties, where evidence is presented in relation to a Student appeal.

“Appeals Committee” means either the Academic Board Appeals Committee Qualification Alignment Board, whose membership is determined by the provisions of the Academic and Programme Management Policy. Committee members attend the Appeal Hearing to consider and make a decision on the evidence presented for the purpose of determining whether an appeal has been sustained and, if so, what remedies and/or actions are to be taken.

In this procedure, the phrase “staff member at Unitec accorded this title” includes a staff member holding an acting appointment to the position.

Terms used in this procedure shall, if not otherwise defined in this Section, have the meaning set out in the **Academic and Programme Management Policy**.

3. PROCEDURE

3.1.1. Setting up the Appeal Hearing

The Appeals Committee will normally be convened by the Responding Manager (Convenor) except where this role may result in a conflict of interest. Where the latter is the case, the Chief Executive will appoint the Convenor.

The Convenor will chair the Appeals Committee and as such:

- a) establishes a date for the Appeal Hearing at a time convenient to all parties, including the Appellant;
- b) informs the Appellant of his/her right to appear at the hearing, to be accompanied by whanau or a support person, to appoint an advocate to speak

- on his/her behalf, to request an interpreter, and the right to request a Maori Representative on the Appeals Committee;
- c) informs the Deciding Manager (as appropriate to the nature of the appeal) of their rights, including the right to appear at the hearing, and to be accompanied by up to two representatives of the Programme Framework Committee;
 - d) provides the Appeals Committee with the Appellant's application to appeal, as well as the Deciding Manager's written response; and
 - e) ensures that the Appellant is provided with the same documentation as is provided to the Appeals Committee.

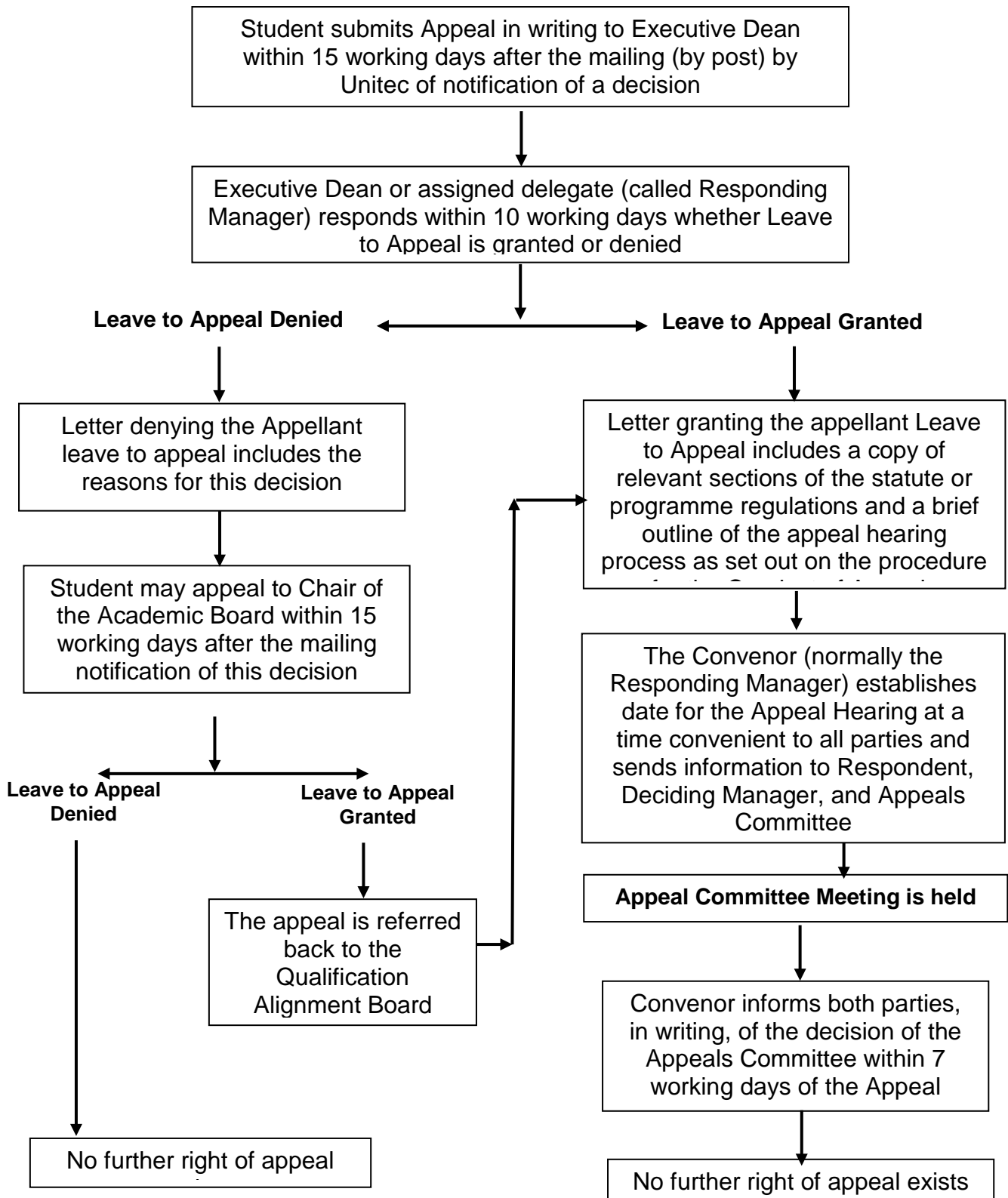
3.1.2. Conducting the Appeal Hearing

- a) The Appeal Hearing is to be an open and consultative event with both parties to the appeal in attendance for each other's explanations. If agreement is reached by the parties at any stage, the hearing may be abandoned.
- b) The Appeal Hearing will follow meeting rules in so far as:
 - i) all comments and questions are addressed or asked through the Convenor;
 - ii) the Appellant and/or advocate is invited to present his/her case, followed by an opportunity for members of the Appeals Committee to ask any relevant questions;
 - iii) the Deciding Manager is invited to explain and clarify the decision made and to speak to matters raised in the appeal, followed by an opportunity for members of the Appeals Committee to ask any relevant questions;
 - iv) either party may ask questions and the Convenor may also invite either party to present any additional information relevant to the hearing;
 - v) all parties apart from the Appeals Committee are then requested to leave the meeting;
 - vi) the Appeals Committee considers all the evidence presented and makes its decision; and
 - vii) the parties may be invited back to the Appeal Hearing to be informed of the decision with no further recourse to discussion or questions.

3.1.3. The Official Outcome of the Appeal Hearing

- a) The Convenor informs both parties, in writing, of the decision of the Appeals Committee within seven (7) working days of the Appeal Hearing.
- b) A report on the Appeal Hearing is also tabled at the next meeting of the Qualification Alignment Board or Academic Board as appropriate.

APPENDIX A. STUDENT APPEALS PROCESS FLOWCHART



REFERENCE DOCUMENTS

- [1] [Student Disciplinary Statute](#)
 [2] [Academic and Programme Management Policy](#).

DOCUMENT DETAILS

Version:	3.3
Document Owner:	Executive Dean
Document Sponsor	Academic Board
Approved By:	Academic Board
Date Approved:	30 March, 2016
Date of Issue:	2 May, 2016
Date of Next Review:	December 2018

AMENDMENT HISTORY

Version	Issue Date	Created/Changed by	Reason for Revision
1	7/07/2009	Registrar	First edition – new document
2	23/02/2011	Executive Officer (Dave Hodges)	Formal review – reviewed in conjunction with formal review of the 'Academic Statute' and the 'Student Disciplinary Statute'
3	19/06/2012	Student Appeals Working Party	Requested by Academic Board due to confusion with application of current procedure and appeal provisions in Academic Statute
3.1	05/07/2013	Academic Service Centre	Change to references to Academic Statute to accommodate new Statute
3.2	01/07/2015	Academic Service Centre	Change to references to Academic Management Policy to accommodate new Academic and Programme Management Policy
3.3	02/05/2016	Academic Board	Updated to reflect new roles, positions and committee structures