



STUDENT APPEALS PROCEDURE

1 Purpose

This procedure outlines the principles to support a successful outcome from student appeals.

2 Scope

This procedure applies to all students who appeal decisions related to:

- the final grade awarded for any course;
- an application for special assessment circumstances;
- the award of a qualification; or
- enrolment in or admission to a programme or course.

3 Procedure

3.1 Types of Appeals

1. A student may make an application to appeal to the Academic Resolutions Committee against a decision of a relevant Academic Authority or PAQC relating to:
 - a. the final grade awarded for any course;
 - b. an application for special assessment circumstances
 - c. the award of a qualification; or
 - d. enrolment in or admission to a programme or course.
2. If a decision has been made by the Chair of the Academic Resolutions Committee not to accept an application to appeal made under 3.1(1) above, a student may make an application to the Chair of the Academic Board to appeal that decision; **provided** :
 - a. there shall be no right to appeal against the decision or outcome of an appeal that has been made under 3.1(1) above and heard by the Academic Resolutions Committee; and
 - b. there shall be no right to appeal against a decision of the Chair of the Academic Board.
3. A student may make an application to appeal to the Academic Resolutions Committee against a decision of the Postgraduate Research and Scholarships Committee in accordance with the postgraduate *Programme Regulations*.

3.2 Grounds of Appeal

1. Other than an appeal heard by the Academic Resolutions Committee under Section 3.1(1), there shall be only two grounds of appeal, being either:
 - a. additional information has become available that had not been, and could not reasonably have been, available at the time the original decision was made; or

- b. there had been a material irregularity in the summative assessment of the course or in the procedures adopted by the relevant Academic Authority or PAQC.

3.3 Hearing Procedure

1. Appeal hearings shall be conducted in accordance with Unitec's *Procedure for the Conduct of Appeals*.

4 Responsibilities

Role

Academic Resolutions Committee

5 Definitions

Unless otherwise specified the definitions in the *Policy Framework Glossary* (to be completed) apply. If a definition is not listed in that resource, ask the Policy Framework Manager to consider adding it.

6 Reference Documents

- Assessment, Moderation and Grades Policy

7 Document Details

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