



Notice of Appeal

YOUR DETAILS

Family Name: _____ Student ID No#: _____

First Name(s): _____

Date of Birth: _____

Study Programme: _____

Postal Address: _____

Phone (daytime): _____ Mobile Phone: _____

Email Address: _____

The best way for us to contact you in relation to this appeal is: _____

YOUR APPEAL

(Attach additional pages if necessary)

What is your appeal about? *(please tick relevant box)*

Academic Grade appeal

- Final grade
- SAC
- Award of a qualification
- Enrolment in or admission to a Programme or Course
- Progression in a Programme
- Exclusion from any course work or assessment

Please email **Academic Grade** appeals to: resolutions@unitec.ac.nz

Appeal an outcome of a Student Disciplinary Investigation

Please email **Student Disciplinary Investigation** appeals to: resolutions@unitec.ac.nz

Appeal an outcome of a Student Complaints Resolution

Please email **Student Complaints Resolution** appeals to: studentcomplaint@unitec.ac.nz

Grounds for appeal *(please tick relevant box)***Academic Grade or Student Complaints Resolution**

In the case of either an Academic Grade appeal or appeal of an outcome from a Student Complaints Resolution please tick the relevant box below to indicate on which grounds you are appealing

- Additional information has become available which had not been, and could not reasonably have been, available at the time the original decision was made.
- There has been a material irregularity in the summative assessment of the Course or in the procedures adopted by the Programme Academic Quality Committee

Outcome of Student Disciplinary Investigation

In the case of an appeal of an Outcome from a Student Disciplinary Investigation please tick the relevant box below to indicate on which grounds you are appealing

- That the procedure used for investigating or resolving the Prohibited Conduct was unfair or biased.
- That the decision of the Investigator could not reasonably be sustained on the evidence.
- 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; and/or
- That the disciplinary action/s taken were out of proportion to the nature of the Prohibited Conduct and the full circumstances of the case.

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- **Please give us details regarding the grounds for appeal** *(Please use a separate sheet of paper if necessary)*

- **Supporting Evidence**

Please attach copies of any documents that might help us investigate your appeal, or tell us how any documents or evidence can be obtained

THE OUTCOME(S)

What would you like to see as an outcome?

VERIFICATION

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 recollection.

Signature of student: _____

Date: _____