

Academic Complaint Form

You can make an academic complaint if you have reasonable grounds for thinking that you have suffered an academic disadvantage.

Follow these steps BEFORE you complete and submit the form:

1. Discuss the situation with relevant academic staff
2. Discuss the situation with a Student Support Advisor or Student Advocate

Email completed form to resolutions@unitec.ac.nz

Your details

First name Last name

Student ID number Phone

Email

Postal address

Postcode

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

Programme details

Programme name

Course name Course Code

Complaint details

Student Support Advisor

Provide details about your appointment with a Student Support Advisor/Advocate in relation to this complaint. Do not submit this form until after you have had this appointment.

Advisor's name

Date and time of appointment

What is your academic complaint about? (Select one)

If the subject of your complaint is not included here, please check the [Student Complaint process](#).

- Final Grade
- Affected Performance Consideration (APC)
- Award of a Qualification
- Enrolment in or admission to a Programme or Course
- Progression in a Programme
- Insufficient demonstration of clinical competence leading to failure of a course
- Exclusion from any course work or assessment

Give reasons for your dissatisfaction

Previous conversations to resolve issue

Explain what you have already done to resolve this issue. List names and dates of everyone you have spoken with about this matter. Attach evidence such as appointments with Student Support or screenshots of emails with lecturers and academic staff.

Date	Name of staff member	Notes on discussion (include details of conversations)	Outcome	Evidence provided
				Yes/No
				Yes/No
				Yes/No
				Yes/No
				Yes/No

Supporting evidence

Evidence will help to resolve your complaint and is more likely to lead to a fair outcome.

Outline any evidence which might help us investigate your academic complaint.

Outcome

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

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
