

Notice of Appeal Form



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

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 resolutions@unitec.ac.nz

Your details

First name Last name

Unitec 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

Details of appeal

Academic staff involved in this complaint

Provide names of staff

What is your appeal about? (Select one)

- An outcome of a Student Complaints Resolution (continue to 'Outcome A')
- An outcome of the Appeal Resolution Committee (continue to 'Outcome A')
- An outcome of a Postgraduate Research and Scholarships Committee (continue to 'Outcome A')
- An outcome of an Academic Complaint (continue to 'Outcome A')
- An outcome of a Student Disciplinary Investigation (continue to 'Outcome B')

Outcome A (Select one)

Tick the relevant option to indicate the grounds for your appeal.

- There is new relevant information which has a bearing on the matter which was previously unavailable.
- There was a procedural flaw* in the way your previous complaint/appeal was dealt with.

**Procedural flaw is defined as an error, or some other issue with the way the complaint was dealt with, or a departure from a prescribed rule or regulation.*

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.
 - 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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Previous conversations to resolve issue

Tell us what you have already done to resolve this matter informally. Outline the conversations you have had, including who you spoke with and when. This should include the names of staff within the School who you have communicated with about the subject of this appeal AND the name of the Student Support person you have met with to discuss your options. You can attach screenshots as evidence of appointment bookings, etc.

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

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.

Outcome

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

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