

# Notice of Appeal Form



Before you complete and submit the form you should discuss the situation with a student advocate.

After the form has been assessed 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 [appeals@unitec.ac.nz](mailto:appeals@unitec.ac.nz)

## 1. Your details

|                      |                      |                      |                      |
|----------------------|----------------------|----------------------|----------------------|
| First Name           | <input type="text"/> | Last Name            | <input type="text"/> |
| Student ID Number    | <input type="text"/> | Phone                | <input type="text"/> |
| Email                | <input type="text"/> |                      |                      |
| Postal Address       | <input type="text"/> |                      |                      |
| <input type="text"/> | Post Code:           | <input type="text"/> |                      |

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

## 2. Programme Details

|                |                      |
|----------------|----------------------|
| Programme Name | <input type="text"/> |
|----------------|----------------------|

### 3. Details of Appeal

What is your appeal about (select one)

- ☐ The outcome of a complaint
- ☐ A postgraduate research or scholarship decision (continue to outcome A)
- ☒ An outcome of a student misconduct investigation

#### Outcome A (Select one)

Tick the relevant option to indicate the grounds for your appeal

- ☐ There was a procedural flaw in the original investigation that could materially affect the outcome;
- ☐ New or previously unavailable information (which could not reasonably have been obtained earlier) has come to light that could materially affect the outcome;

#### Outcome B (Select one)

For 'Outcome of a Student Misconduct Investigation', tick the relevant option to indicate the grounds for your appeal.

- ☐ There was a procedural flaw in the original investigation that could materially affect the outcome;
- ☐ New or previously unavailable information (which could not reasonably have been obtained earlier) has come to light that could materially affect the outcome;
- ☐ The decision reached is manifestly (clearly) at odds with the evidence provided (for misconduct decisions); and/or
- ☐ The penalty imposed is out of proportion to the nature of the misconduct and the circumstances of the case (for misconduct decisions).

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### 4. 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.

Attach the email/letter informing you of the decision which you would like to appeal.

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### 5. Outcome

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

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### 6. 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
- ☐ I have attached the email/letter informing me of the decision which I want to appeal

Date