

Notice of Appeal Form



It is recommended that you meet with a student advocate before completing this form. The student advocate can help you understand your options and guide you through the appeal process.

When your application has been reviewed, you will receive an email telling you whether grounds for appeal have been met. The email will explain next steps or outline any other options available to you.

You will need to provide as much evidence as possible to support your appeal.

Attach your evidence and the decision letter you wish to appeal.

If you are a student at Unitec, email the completed form, the decision letter and your evidence to:
appeals@unitec.ac.nz

If you are a student at MIT, email the completed form, the decision letter and your evidence to:
advocacy@manukau.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

3. Details of Appeal

What is your appeal about (select one)

- ☐ The outcome of a complaint (continue to outcome A)
- ☐ The outcome of a student misconduct investigation (continue to Grounds for Appeal B)

What are the grounds for appeal?

Grounds for Appeal A

I would like to appeal the outcome of a complaint because: (select one)

- ☐ There was a procedural flaw in the original investigation that could materially affect the outcome
(The original investigation did not follow the required process correctly and this may have influenced 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

Grounds for Appeal B

I would like to appeal the outcome of a student misconduct decision because: (select one)

- ☐ There was a procedural flaw in the original investigation that could materially affect the outcome
(The original investigation did not follow the required process correctly and this may have influenced 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
- ☐ The penalty imposed is out of proportion to the nature of the misconduct and the circumstances of the case

4. Reason for request for appeal

Grounds for appeal

Provide details about the grounds for appeal that you have selected.

Be specific and include all relevant details, such as what happened and why you believe the decision was unfair or incorrect. (Attach an additional Word document if necessary.)

Supporting evidence

Provide evidence that supports your appeal to help the assessor decide whether the grounds are met. You can write the information below, attach evidence when you submit this form, or tell us how any documents or evidence can be obtained.

You must also attach the email/letter informing you of the decision which you would like to appeal.

5. Outcome

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

6. Detail

- ☐ 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 person/s mentioned in this form will be informed.
- ☐ I have attached the email/letter informing me of the decision which I want to appeal.
- ☐ I have attached the supporting evidence mentioned in section 4.

Date of appeal submission: