

Academic Grievance Investigation Outcome Template

- for notification of outcome to student

Note: The words in italics are guidance and should be deleted before sending the notification

Kia ora __ (add name of the student),

Thank you for raising your concerns through the formal Academic Grievance process. This email is to notify you of the outcome of the investigation conducted in relation to your Academic Grievance and any decisions made.

Your complaint relates to:

- *Summarise or list the concerns from student's original Notice of Appeal*

Your Grievance was investigated as follows:

1. *list investigation steps, dates, people*

Investigation Outcome:

Explain the findings of the investigation

Resolution/Decisions made:

Based on the findings of the investigation your Grievance has been <upheld or not upheld>

The reasons are:

- *List reasons*

If appropriate add any remedies or compensation that are being offered

If appropriate add these words:

On behalf of Unitec we are very sorry that this issue occurred and we sincerely apologise for any concern this has caused you. We wish you every success in your future study and do hope you will continue at Unitec to complete your <Qualification name>. If you would like to discuss the outcome of this investigation further, please contact me on my mobile (*insert phone number*) or via my email address (*insert email address*)

Right to Appeal

If you are not satisfied with the outcome of this decision you may have a right to appeal. Please see the allowed grounds and procedure to appeal in Sections 3 and 3.2 of the Student Appeals Procedure.

If you would like advice on the grounds for appeal then please contact the Student Advocate by emailing studentadvocate@unitec.ac.nz.

Your sincerely

Insert name and job title etc