

Thank you for taking the time to read about what has changed in the Student Appeals process and why. What follows is a brief summary of the reasons for change, and what the new revised documents and processes are called.

Current Document	New document name	Issues/reason to change
AC2.6 Student Appeal Procedure	1.0 Academic Complaints Procedure	<p>Unitec currently has only one student Appeals Procedure and it only covers appeals of an academic nature in the following 4 areas:</p> <ul style="list-style-type: none"> • The final grade awarded for any course • An application for special assessment circumstances • The award of a qualification • Enrolment in or admission to a programme or course <p>There is no procedure at present which covers students appealing the outcome of a Complaints or Disciplinary decision. OR appeals relating to progression within a programme; exclusions from any coursework or assessment; insufficient demonstration of clinical competence leading to failure of course</p> <p>In 2015 the Procedure for the Conduct of Appeals was a generic procedure that encompassed all types of student Appeals. It appears to have morphed over time into one where only Academic appeals were covered. The proposed change provides an extra step where academic complaints will be investigated using the 'Academic Complaints procedure'. The layer above will be an Appeals procedure where decisions can be appealed arising from complaints and committee decisions.</p>
None	1.1 Steps for Investigators of an Academic Complaint	This is a guide for Investigators to ensure consistency of process across all Schools, and equity for all students.
None	1.2 Academic Complaints Investigation Outcome Email Template	This template is for Investigators to use when notifying outcomes of investigations to ensure consistency in process and attention to all necessary details.
None	1.3 Student facing information re Academic Complaints	Guidance for students (draft form only) (For information)
Notice of Appeal Form	1.4 Academic Complaints form	The 2 tiered Appeals Procedure will require two different Appeal forms. One for Academic Complaints and one for generic appeals. This one has been adapted specifically for Academic Complaints.

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None	Appendix A Academic Complaints Process	To attach to Procedure doc 1.0
None	Appendix B: Academic Complaints Decision Tree	This is a process document to be used to guide the steps in investigation of academic complaints.
	2.0 Student Appeals procedure	Updated
Notice of Appeal form	2.1 Notice of Appeal	Appeal application form (updated to reflect current changes)
None	2.2 Student-facing information re Academic appeals	Guidance for students (draft form) (for information)
	Appendix A Student Appeals process	Flow chart to accompany Procedure
	3.0 Unitec web page information	More detail given than previously on Unitec web page about appeals, etc (draft form) (for information)