

# DRAFT

## Appendix A Student Appeals Process Flowchart

Student submits a Notice of Appeal in writing along with evidence of meeting with Student Support prior to submitting this appeal to [resolutions@unitec.ac.nz](mailto:resolutions@unitec.ac.nz) within 15 days of receiving an Appealable Decision



Appeals Administrator acknowledges receipt within 1 working day. Te Korowai Kahurangi will review the Notice of Appeal to determine whether the grounds of appeal have been met. The student will be notified if not. If grounds have been met, the Notice of Appeal will be forwarded to the members of the Appeal Resolution Committee, and any support person specified by the student



Appeal Resolution Committee receives Notice of Appeal, appoints a Chair who responds to all parties with a date and time for a Hearing, an outline of the hearing process and requests a copy of the Investigator's decision by email/letter, and any other information



A hearing is held within 15 days of receipt of the Notice of Appeal, where all parties can present their case, and an outcome is reached. The outcome is communicated to all parties by the Chair, in writing, within 5 working days of the hearing.