

## Appeals Process

Follow this process if you want to appeal an Outcome of:

- ✓ An Academic Complaint
- ✓ A Student Disciplinary Investigation decision
- ✓ A Student Complaints Resolutions decision
- ✓ The Postgraduate Research and Scholarships Committee

This is called an '**Appealable Decision**'.

**Step 1:** Seek guidance on the Appeals process from Student Support. You will need to provide evidence of this appointment.

Advocacy & Guidance*
<b>Student Support Advisor</b> - Email: <a href="mailto:studentsupport@unitec.ac.nz">studentsupport@unitec.ac.nz</a>
<b>Student Advocate</b> Email: <a href="mailto:studentadvocate@unitec.ac.nz">studentadvocate@unitec.ac.nz</a>
<b>Unitec Student Council (Te Kaunihera Akonga o Wairaka)</b>
<b>International Student Support</b> - Email: <a href="mailto:internationalsupport@unitec.ac.nz">internationalsupport@unitec.ac.nz</a>

**Step 2:** Check grounds are met for a formal appeal\*

**Step 3:** Submit a **Notice of Appeal** in writing to [resolutions@unitec.ac.nz](mailto:resolutions@unitec.ac.nz) within 15 days of receiving an Appealable Decision

*What happens next?*

- ✓ You will receive an email to confirm if your appeal was accepted or not
- ✓ If so, there will be a hearing carried out by the Academic Resolutions Committee
- ✓ An outcome will be communicated to you within 5 working days of the hearing.

STUDENT – FACING DRAFT	

\* A formal appeal **must meet one of the following grounds:**

Subject matter	Grounds
Appeal against an Academic Complaint decision	<p>Student must establish one of the following grounds to appeal:</p> <p>a) There is new relevant information which has a bearing on the matter and which was previously unavailable (and could not reasonably have been made available at the time the disputed decision was made)</p> <p>OR</p> <p>b) There was a procedural flaw<sup>1</sup> in the management of the process relating to the decision the student seeks to appeal</p>
Appeal against a Student Complaints Resolution decision	
Appeal against a Postgraduate Research and Scholarships Committee decision	
Appeal against a Student Disciplinary Investigation decision	<p>a) That the procedure used for investigating or resolving the Prohibited Conduct was unfair or biased OR</p> <p>b) That the decision of the Investigator could not reasonably be sustained on the evidence OR</p> <p>c) That significant new evidence which was not previously available has become available since the investigation which could have a material effect on the decision made or the penalty imposed; OR</p> <p>d) That the disciplinary action/s taken were out of proportion to the nature of the Prohibited Conduct and the full circumstances of the case.</p>

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Note: Procedural flaw is defined as an error or some other issue with the way the complaint was dealt with OR a departure from a prescribed rule or regulation.

Students must clearly explain what the procedural flaw was and how it affected their assessment.

Supporting notes and/or documents must be attached to support these grounds.

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