

**Subject:** APC Decision email and process  
**Date:** Friday, 6 March 2020 at 15:12:49 New Zealand Daylight Time  
**From:** Te Korowai Kahurangi  
**Attachments:** image003.jpg, image004.jpg, image005.png

Kia ora,

Please find attached an Affected Performance Consideration application for you to approve or decline by email.

Please follow the link to the NEST page for full instructions and advice on [Assessing an APC Application](#)

Your next steps are to:

- Consider the application
- Complete the table below
- Add any comments or explanation in the comments box as required
- Send decision back to TKK [tkk@unitec.ac.nz](mailto:tkk@unitec.ac.nz)

Please complete your recommendations (see NEST page for full instructions and advice on [Assessing an APC Application](#)):

Course Code/Class	Assessment	Recommendation	Resolution Method	New Due Date	Lecturer (to be informed of outcome)
TKK fill in	TKK fill in				
TKK fill in	TKK fill in				

## 2. Deciding Agent Comments / Explanation:

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Please note that if you decline an APC application, you must provide an explanation as to why it was unsuccessful which will be shared with the student.

We have made the following checks for this application:

- ✓ Application was received within 5 working days of the assessment

- ✓ Evidence has been provided and meets the expectation of the APC guidelines

Once we receive your decision we will continue our processes which include:

- Recording the decision in a register
- Notifying the student of the outcome by email
- Notifying any teaching staff that you have nominated as needing to know this outcome

If you need any further assistance, please do not hesitate to contact us.



Administrator, Academic Quality | Te Korowai Kahurangi (Academic Service Centre)  
Email [tkk@unitec.ac.nz](mailto:tkk@unitec.ac.nz)



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