



Notice of Appeal

YOUR DETAILS

Family Name: _____ Student ID #: _____

First Name(s): _____

Course Name: _____ Course Code: _____

Unitec staff member's name/s: _____ Class Number: _____

Postal Address: _____

Phone (daytime): _____ Mobile Phone: _____

Email Address: _____

The best way for us to contact you in relation to this appeal:

☐ Email

☐ Phone

YOUR APPEAL

(Attach additional pages if necessary)

What is your appeal about? *(please tick relevant box)*

Tick Relevant Box	Type of Appeal
☐	An outcome of an Academic Complaint
☐	An outcome of a Student Disciplinary Investigation
☐	An outcome of a Student Complaints Resolution
☐	An outcome of the Appeal Resolution Committee
☐	An outcome of a Postgraduate Research and Scholarships Committee

1. Please tell us what you have already done to resolve this matter informally. List names and dates of any people you have spoken with about this matter. This should include the names of staff within the School who you have communicated with about the subject of this appeal AND the name of the Student Support person you have met with to discuss your options. You can attach screenshots as evidence of appointment bookings, etc.

Date	Names of staff members	Notes on discussion	Outcome

In the case of an Appeal for any decision listed above (except an outcome from a Student Disciplinary Investigation) please tick the relevant box below to indicate the grounds for your appeal:

- ☐ There is new relevant information which has a bearing on the matter and which was previously unavailable
- ☐ There was a procedural flaw* in the way your previous complaint/appeal was dealt with

*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.

Outcome of a Student Disciplinary Investigation

In the case of an appeal of an Outcome from a Student Disciplinary Investigation please tick the relevant box below to indicate on which grounds you are appealing:

- ☐ That the procedure used for investigating or resolving the Prohibited Conduct was unfair or biased.
- ☐ That the decision of the Investigator could not reasonably be sustained on the evidence.
- ☐ 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; and/or
- ☐ That the disciplinary action/s taken were out of proportion to the nature of the Prohibited Conduct and the full circumstances of the case.

Please give details regarding the grounds for appeal which you have indicated above
(use a separate sheet of paper if necessary).

Supporting Evidence

Attach copies of any documents that might help us investigate your appeal, or tell us how any documents or evidence can be obtained.

THE OUTCOME(S)

What would you like to see as an outcome of this appeal?

VERIFICATION

I confirm that I have completed this form, or have overseen the completion of the form, and that the contents are true and correct to the best of my knowledge.

Signature of student: _____

Date: _____

Please email your appeal to: resolutions@unitec.ac.nz

You will be informed by email whether or not your appeal application has been accepted and either what will happen next OR what other options (if any) are available to you.