

Academic Appeal Procedures

Guide for Students

1. Introduction

The purpose of this guide is to help explain the University's academic appeals procedures. Further information can be found in the Appeals Regulations, which are available in the [University's 2024 Maramataka | Calendar](#). Should there be any conflict between them, Appeals Regulations prevail over the information in this guide.

Information regarding the academic appeal procedures is available from the University's Grievance and Academic Processes Advisors. Support, advice, and advocacy when engaging with the academic appeal process is available from the [USCA Advocacy and Welfare Team](#) and [UC Student Care](#).

Please read this guide carefully before applying to appeal an academic decision. The academic appeals process is summarised in the diagram in Appendix A (page 5) and discussed in detail below.

2. What is an Academic Appeal?

An academic appeal is a process which allows a student to appeal a decision made under University Regulations that causes the student an academic disadvantage. The types of decision that can be the subject of an academic appeal include decisions on admission, reconsiderations of grades, special considerations, academic progress, and some decisions relating to doctoral degrees. Academic appeals are heard by the University's Academic Appeals Committee.

3. How do I apply for an Academic Appeal?

(a) Before making an application for leave to appeal

Before requesting an academic appeal, you may first request the original decision maker to review their

(b) Submitting an application for leave to appeal

If following a review by the Dean or Chair of the Special Consideration Panel, the original decision stands, you may appl

to the Committee – the Grievance and Academic Processes Advisor.

You may call witnesses, provided that you have informed the Committee at least five working days prior to the hearing, including giving the names of any witness to appear.

At the hearing, you will be invited to present your reasons for the appeal to the Committee. The person whose decision is being appealed will be invited to respond or provide information. Other staff members may also be asked to attend to provide information. The Committee may ask questions at any time. It is normally undesirable for you or your advocate to read aloud material which has already been provided to the Committee ahead of the academic appeal hearing. You should assume that the Committee is familiar with that material.

If the Committee wishes to receive more information, the hearing may be adjourned. You may be asked to provide

6. Are there any further rights of review outside the University?

