**Academic Appeal Form**

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| **Last/Family name:** | **Programme:** |
| **First name:** | **Course code:** |
| **ID number:** | **Course name:** |
| **Date:** | **Email address:** |

This Academic Appeal Form is to be used in reference to the General Academic Regulations, Part 6 Academic Appeals, as recorded in the AUT Calendar [www.aut.ac.nz/calendar](http://www.aut.ac.nz/calendar)

Please tick which assessment board decision you are appealing:

[ ]  Appeal against final result (Note: you may not appeal a review/reconsideration decision)

[ ]  Appeal against a Recognition of Prior Learning (RPL) decision

[ ]  Appeal against a decision to not allow re-enrolment in a programme or course (Academic Progress)

 **Criteria for appeal:** (found in Part 6, Section 1 of the AUT Calendar)

You may only appeal against the result determined by the assessment board if it can be shown that:

* additional information has become available, which was not available, and could not reasonably have been made available, to the assessment board at the time it made its original decision.
* there was a material irregularity in the conduct of the assessment, or in the assessment board or board of studies procedures.

We encourage you to seek advice from AUTSA prior to the submission of your appeal –

**website**: [www.autsa.org.nz](http://www.autsa.org.nz) **email**: autsa@autsa.org.nz **phone**: (09) 921 9805

Any appeal must be lodged with your Faculty dean (or nominee) (refer to details on page 2)

within 14 days of the time at which the result/decision was made available to the student.

**Note**: the resolution timeframe for your appeal may be several weeks.

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| **Reason for appeal** (you must supply/attach all relevant evidence to support this appeal): |

**Contacts:**

To appeal a final grade of a course(s)/programme in the **Faculty of Business, Economics and Law**, ensure any supporting evidence is attached to this completed form and submit to:

The Secretary of the Faculty of Business, Economics and Law Academic Appeals Committee

Faculty of Business, Economics and Law

Private Bag 92006

Auckland, 1142

Attention: Catherine Young

Email: catherine.young@aut.ac.nz

To appeal a final grade of a course(s)/programme in the **Faculty of Culture and Society**, ensure any supporting evidence is attached to this completed form and submit to:

The Secretary of the Faculty of Culture and Society Academic Appeals Committee

Private Bag 92006

Auckland, 1142

Attention: Robyn Bennitt

Email: robyn.bennitt@aut.ac.nz

To appeal a final grade of a course(s)/programme in the **Faculty of Design and Creative Technologies**, ensure any supporting evidence is attached to this completed form and submit to:

The Secretary of the Faculty of Design and Creative Technologies Academic Appeals Committee

Private Bag 92006

Auckland, 1142

Attention: Ana-Sofia Sousa

Email: dctstudentfeedback@aut.ac.nz

**Faculty of Health and Environmental Sciences**

* To appeal a final grade of a course(s)/programme in the **Faculty of Health and Environmental Sciences**, please access the Faculty’s appeal portal here- <https://aut.instructure.com/courses/7583/pages/assessment-appeal>.
* If you have difficulties accessing the portal above, ensure any supporting evidence is attached to this completed form and submit to:

The Secretary of the Faculty of Health and Environmental Sciences Academic Appeals Committee

Faculty of Health and Environmental Sciences

Private Bag 92006

Auckland, 1142

Email: FHESappeal@aut.ac.nz