

ACADEMIC APPEALS

Prior to seeking an academic appeal, you must have followed the correct procedures including a Reconsideration Request.

You may request an academic appeal if you do not agree with a decision regarding an:

**Assessment result or;
Academic Integrity or;
Special Consideration application**

Submit your appeal request to the **Board of Studies** using the **Student Appeal** form **within 10 working days** of receiving the decision of your Reconsideration Request.

WHAT
HAPPENS
NEXT?

The **Board of Studies** will determine whether your request meets the acceptable grounds for appeal.

You have acceptable grounds for appeal

The **Board of Studies** will arrange for an Appeals Panel to be convened and you will be notified in writing.
You will be given **5 working days** notice of the convening of the Appeals Panel and any requirement for you to attend.

The **Appeals Panel** will notify you of the outcome of your appeal within **20 working days**.

Your request for appeal has been **accepted**

A suitable way forward for your assessment will be discussed with you.

You **do not** have acceptable grounds for appeal

The **Board of Studies** will notify you in writing of the decision to refuse the request for appeal and the reasons for that decision.

Your request for appeal is **not accepted**

There has been **no change to the decision made by Yoobee Colleges** on you;
Assessment result or;
Academic Integrity or;
Special Consideration application

If your appeal is not accepted or if you are not satisfied with the outcome of your appeal, you may refer the matter to the New Zealand Qualifications Authority, PO Box 160, Wellington.