Appendix 1: Notice of Appeal

The appeals process is managed, recorded, and reported by Otago Polytechnic Business Division of Te Pūkenga (OPBD) Te Kaihāpai acting in the role of OPBD Appeals Officer in accordance with the policy [Te Pūkenga Kaupapa-here | Ākonga Appeals Policy - Otago Polytechnic](https://online.op.ac.nz/about-us/governance-and-management/policy-library/te-pukenga-kaupapa-here-akonga-appeals-policy/). Please read this policy carefully.

Appeals must meet grounds for appeal and may be lodged against:

1. an academic complaint or academic integrity or review process decision
2. a non-academic complaint decision
3. a Postgraduate Research and Scholarships Committee decision
4. an ākonga breach of discipline decision

You are entitled to support to make an appeal and can go to Student Success or OPSA for assistance. Please lodge your appeal using this form and submit to [complaints@op.ac.nz](mailto:complaints@op.ac.nz)

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| --- | --- |
| **Name** |  |
| **Ākonga ID number** |  |
| **Email address** |  |
| **Phone** |  |
| **Address** |  |
| **Preferred Contact Method**  **(Email, phone, mobile, other)** |  |
| **Programme of Study or Qualification** |  |
| **Describe the details of your appeal:** |  |
| **Identify the grounds on which you are making your appeal (see list above)** |  |
| **Please describe how you have already tried to resolve this appeal** |  |
| **Please describe how you think your appeal can be resolved (outcome sought)** |  |
| **Identify the support person/s and/or advocate assisting you in making this appeal**  **(Name and contact details)** |  |
| **Identify any other person/s assisting you**  **(Name and contact details)** |  |
| **Documentation (uploaded)** |  |