



Faculty of Medical & Health Sciences

Appeals Procedure Undergraduate & Foundation Limited Entry Admissions

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The overriding principle governing this procedure is that the appeal process can only consider matters of process related to the prescribed application procedure. It cannot consider matters of professional judgement.

Upon receipt of a complaint from an unsuccessful applicant to a Faculty undergraduate degree or foundation limited entry programme, the applicant will be advised of the appeal procedures to be followed. Complaints will only be considered within 1 month of the original decision being communicated.

Stage 1 Appeal

Applicants wishing to appeal their unsuccessful application must appeal in writing stating the grounds for their appeal to the relevant Programme Director/Director of Admissions (where applicable), or their nominee, and submit their appeal to fmhs@auckland.ac.nz.

The Programme Director/Director of Admissions (where applicable), or their respective nominee for the relevant programme, will then review the application and will respond to the applicant in writing with the outcome of the appeal within 15 working days. The process may include an interview where appropriate. The written response will include details of the next stage of appeal should they wish to pursue the matter further.

Stage 2 Appeal

Applicants wishing to pursue a further appeal regarding their unsuccessful application must submit their appeal in writing to the Dean of Faculty via email dean.fmhs@auckland.ac.nz.

The Dean will convene a meeting of the Faculty Appeals Committee which may be in person or via electronic means. The applicant will receive a written response detailing the final outcome to their appeal within 15 working days.

Stage 3 Appeal (Final)

Per the [Resolution of Student Academic Complaints and Disputes Statute](#), Clause 4 'Right of Review' which states:

Complainants may request a review of the Dean's decision to the DVC (A) or duly authorised delegate, on the grounds that:

- a. There was a failure of the University's process, and/or
- b. The basis of the decision was manifestly at odds with the evidence.

The decision of the DVC(A) on such requests is final.