

Faculty of Medical & Health Sciences

Appeals Procedure

Undergraduate & Foundation Admissions



**MEDICAL AND
HEALTH SCIENCES**

The University of Auckland
Private Bag 92019
Auckland 1142
New Zealand

85 Park Road, Grafton, Auckland 1023
www.fmhs.auckland.ac.nz

Telephone: 64 9 923 4488
Email: fmhs@auckland.ac.nz

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 programme, the applicant will be advised of the Stage 1 appeal procedure to be followed.

Stage 1 Appeal

Applicants wishing to appeal their unsuccessful application must appeal in writing stating the grounds for their appeal to the Director of Admissions for the programme (or the equivalent) at the following address:

Director of Admissions for the programme (e.g. Director of Medical Admissions)
Student Centre
Faculty of Medical & Health Sciences
The University of Auckland
Private Bag 92019, AUCKLAND

The Director of Admissions for the programme (or the equivalent) will review the application and respond to the applicant in writing with the outcome of the appeal, within 10 working days. The process may include an interview where appropriate and requested by the applicant. The written response will include details of the next stage of appeal should they wish to pursue the matter further.

Stage 2 Appeal (Final)

Applicants wishing to pursue a further appeal regarding their unsuccessful application must submit their appeal in writing to the Dean of the Faculty at the following address:

Dean of the Faculty
Faculty of Medical & Health Sciences
The University of Auckland
Private Bag 92019, AUCKLAND

The Dean will convene a meeting of the Faculty Appeals Committee. The membership of the committee is as follows:

Dean of the Faculty (Chair)
Plus at least two of the following:
Deputy Dean of the Faculty
Associate Dean - Academic
Head of School

The flexibility of membership allows for a timely response taking account of staff availability and any conflicts of interest.

The applicant will receive a written response detailing the final decision to their appeal within 15 working days.