

## Complaint Form – PBRF 2018 Quality Evaluation

This form must be used by tertiary education organisations (TEOs) to submit complaints about administrative and/or procedural errors which might have occurred in the Performance-Based Research Fund (PBRF) 2018 Quality Evaluation assessment process.

All complaints must be submitted:

- › by the staff member’s employing TEO (any complaint received from an individual staff member will be referred to the relevant TEO)
- › on this form, with a separate complaint form submitted for each Evidence Portfolio (EP)
- › within 35 working days of the TEO being notified of the PBRF 2018 Quality Evaluation results
- › via email to [pbrfhelp@tec.govt.nz](mailto:pbrfhelp@tec.govt.nz) with the subject line *PBRF 2018 Quality Evaluation complaint submission*.

The TEC will not accept or investigate complaints relating to substantive decision making by a peer-review panel. For more information refer to the [PBRF Guidelines for Tertiary Education Organisations \(pg 126\)](#).

<b>Complaint details</b>	
Institution name	
Institution provider number (EDUMIS)	
Staff member name	
National Student Number (NSN)	
Evidence Portfolio (EP) ID	
Panel EP submitted to	
Complaint type	<input type="checkbox"/> Administrative <input type="checkbox"/> Procedural

<p>State the nature of the administrative or procedural error to which the complaint relates</p> <p><i>(see examples on p 126 of the PBRF Guidelines for Tertiary Education Organisations)</i></p>	
<p>For procedural complaints, state the part(s) of the <u>PBRF Guidelines</u> that the complaint relates to</p>	
<p>Identify the part(s) of the EP that are affected by the alleged error</p>	
<p>Specify the remedy that the TEO is seeking</p>	
<p>Is additional evidence attached?</p> <p><i>You may attach any relevant information you wish TEC to take into account when considering the complaint.</i></p> <p><i>This evidence must be submitted along with this form at the time this complaint is submitted.</i></p>	<p><input type="checkbox"/> Yes      <input type="checkbox"/> No</p>