

STUDENT GRIEVANCE SUBMISSION FORM

Before completing this form, you are advised to read carefully the [Guidance Note on Consideration of Grievances submitted to Council by Registered Students of the University](https://intranet.birmingham.ac.uk/student/academic-support/registry/documents/public/student-conduct-complaints-and-appeals/student-complaints-documents/guidance-note-student-grievances-to-council-18-19-pdf-190kb.pdf).

Your responses should be word processed, be clear and concise. It is recommended that you seek help and advice on completing this form from [Guild Advice](https://www.guildofstudents.com/support/guildadvice/who-we-are-guild-advice/) in the Guild of Students.

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| **Section One: General Information** | |
| Name |  |
| ID Number |  |
| School or Department |  |
| Programme |  |
| Personal Email Address **(Should not be your University email address)** |  |

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| **Section Two: Please provide a summary of your Grievance, explaining how your issue(s) concern matters of University governance, or which affect the student body as a whole or a large cohort of students.**  Submissions relating to specific circumstances as an individual student are likely to be deemed ineligible.  If you are unsure if your issues meet the grounds to submit a Grievance, please get in touch with the Student Conduct, Complaints and Appeals team ([appeals@contacts.bham.ac.uk](mailto:appeals@contacts.bham.ac.uk)) for further information about the process. |
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| **Section Three: Grievance** |
| **Please give full details of your grievance presenting events in chronological order, starting with the earliest events first When referring to any previous internal review processes (eg complaints and appeals), please specify the name of the process, the date of submission, the date of any hearing and the outcome, supported by relevant documentation.** |

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| DATE | DETAILS | SUPPORTING EVIDENCE |
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| **Section Four: Outcome sought** |

**Please state clearly what outcome you are seeking –** this cannot be a request to overturn a decision made by the Board of Examiners when this has been properly arrived at**.**

Please ensure that you have completed all relevant sections of the form. Please submit your form and evidence by email, as attachments to either of the following email addresses:

* Grievance following an appeal submission – [appeals@contacts.bham.ac.uk](mailto:appeals@contacts.bham.ac.uk)
* Grievance following a complaint or concern – [student-complaints@contacts.bham.ac.uk](mailto:student-complaints@contacts.bham.ac.uk)

If you have any problems submitting your form or evidence please contact the email addresses above.

The submission must include ALL evidence you wish to submit. There will be no opportunity to send further information, or evidence at a later stage.

Your grievance submission will be acknowledged in writing setting out the next stage of the process.