



Faculty of Arts Grievance Form

Appeal against Decision or Action affecting Academic Experience Undergraduate and Masters Coursework

If you have a grievance concerning a decision or action by a member of the academic staff of this Faculty that you believe has affected your academic experience and that you are unable to resolve informally, you may lodge a formal grievance with the Faculty by:

1. completing the front page and stage 1 of this form; and
2. submitting the form to Arts Central (room 1050, building 19) where it will be date stamped and delivered to the relevant person.

Do not complete this form if you are seeking special consideration.

There are potentially three steps of the grievance process. If you are dissatisfied with the response of one person in the process, you may submit this form back to Arts Central for consideration by the next person.

Important Note: You must lodge your formal grievance within ten (10) working days of the decision, act or omission about which you are complaining. After you receive a response from the first person in the process, (the Subject Coordinator who also has ten (10) working days to respond to you), and your grievance is still unresolved, then you have ten (10) working days to refer the matter to the second person in the process (Head of School), and if required to the third person which is the Faculty Sub Dean.

Every response, either by staff or student, must be completed & re-submitted to Arts Central within ten (10) working days.

Arts Central retains a copy of this document for Faculty records. You must also keep a copy for your records.

| Student Number | Family Name | Other Names |
|------------------------|--------------|-------------|
| | | |
| Current Address | | |
| | | |
| Telephone | Email | Degree |
| | | |
| Subject Number | Subject Name | |
| | | |

REASONS FOR APPEAL

1. Include details of the grievance, any issues that you would like addressed and the outcome that you are seeking.
2. Attach any supporting documents, including the original of the marked assessment (where applicable).

