

Faculty of Engineering

Appeal against decision or action affecting academic experience

If you have a grievance concerning a decision or action of 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 of this form; and
2. submitting the form to the Engineering Enquiries Centre (EEC) where it will be date stamped and delivered to the relevant person. You will be given a date stamped receipt.

DO NOT COMPLETE THIS DOCUMENT IF YOU ARE SEEKING SPECIAL CONSIDERATION.

There are potentially two steps of the grievance process. If you are not satisfied with the response of one person in the process, you may submit this form to the EEC for consideration by the next person.

Important Note: You must lodge your formal grievance within twenty-one (21) days of the decision, act or omission about which you are complaining. After you receive a response from the Head of School you have fourteen (14) days to refer the matter to the Sub-Dean if you wish to take the matter further.

Retain a copy of this document for your records

Student Number	Name	
Current Address		
Telephone	Email	Course Name

Subject Number	Subject Name

Faculty of Engineering Student Grievance receipt stage 2, step 1, submission to Head of School	
Student Number and Name:	
Received by Faculty	

**STAGE 2
REVIEW BY SUB-DEAN - COMMENTS**

Sub-Dean's Signature	Sub-Dean's Name (Please Print)	Date

STUDENT RESPONSE

Student Signature	Date

If you are not satisfied with the response of the Sub-Dean, you may refer the matter, in writing, to the Dean of Students within fourteen (14) days of receiving the Sub-Dean's response. Include a copy of this document with your appeal to the Dean of Students.

Faculty of Engineering Student Grievance receipt stage 2, step 2, submission to Sub-Dean	
Student Number and Name:	
Received by Faculty	