**Annex C Complaints and appeals template**

*[Revised June 2018 to reflect clarification in requirements for joint courses, for use in handbooks from 2018-19]*

**Complaints and academic appeals within the faculty/department of #C**

The University, the [#Insert name] Division and the [#Insert name] faculty/department all hope that provision made for students at all stages of their course of study will result in no need for complaints (about that provision) or appeals (against the outcomes of any form of assessment).

Where such a need arises, an informal discussion with the person immediately responsible for the issue that you wish to complain about (and who may not be one of the individuals identified below) is often the simplest way to achieve a satisfactory resolution.

Many sources of advice are available from colleges, faculties/departments and bodies like the Counselling Service or the Oxford SU Student Advice Service, which have extensive experience in advising students. You may wish to take advice from one of those sources before pursuing your complaint.

General areas of concern about provision affecting students as a whole should be raised through Joint Consultative Committees or via student representation on the faculty/department’s committees.

**Complaints**

If your concern or complaint relates to teaching or other provision made by the faculty/department, then you should raise it with Director of Undergraduate Studies ([#Insert name]) or with the Director of Graduate Studies ([#Insert name]) as appropriate. [**For undergraduate joint courses (joint honours schools or courses taught across more than one department/faculty):** If your concern relates to the course as a whole, rather than to teaching or other provision made by one of the faculties/departments, you should raise it with ([#Insert appropriate contact name, e.g. Chair of the relevant Joint Standing Committee for the course])]. Complaints about departmental facilities should be made to the Departmental administrator ([#Insert name]). If you feel unable to approach one of those individuals, you may contact the Head of Department/Faculty ([Insert Name]). The officer concerned will attempt to resolve your concern/complaint informally.

If you are dissatisfied with the outcome, you may take your concern further by making a formal complaint to the Proctors under the University Student Complaints Procedure (<https://www.ox.ac.uk/students/academic/complaints>).

If your concern or complaint relates to teaching or other provision made by your college, you should raise it either with your tutor or with one of the college officers, Senior Tutor, Tutor for Graduates (as appropriate). Your college will also be able to explain how to take your complaint further if you are dissatisfied with the outcome of its consideration.

**Academic appeals**

An academic appeal is an appeal against the decision of an academic body (e.g. boards of examiners, transfer and confirmation decisions etc.), on grounds such as procedural error or evidence of bias. There is no right of appeal against academic judgement.

If you have any concerns about your assessment process or outcome it is advisable to discuss these first informally with your subject or college tutor, Senior Tutor, course director, director of studies, supervisor or college or departmental administrator as appropriate. They will be able to explain the assessment process that was undertaken and may be able to address your concerns. Queries must not be raised directly with the examiners.

If you still have concerns you can make a formal appeal to the Proctors who will consider appeals under the University Academic Appeals Procedure (<https://www.ox.ac.uk/students/academic/complaints>).