



Student Complaints Procedure

At the College we hope and expect that you will be satisfied with your experiences here as a student. We are always pleased to hear about particularly good aspects of your experiences, but we also recognise that there may be circumstances when you may not be satisfied. If you do have any issues or concerns about particular aspects of College life you are expected to raise them with an appropriate member of staff as soon as possible. Concerns about academic provision should be raised informally with your Personal Tutor or Adviser, Programme Director, or Academic Co-ordinator. Concerns about the provision of a facility or service should be raised informally with a member of the relevant team. If you are not sure about who to approach do speak to the Student Service Centre Desk or the Students' Union Advice and Support Centre staff. They are here to help you. If you remain unsatisfied or fail to resolve matters informally you may wish to submit a formal complaint.

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Introduction

1. The following procedures are intended to explain how you can submit a complaint about the College's provision of services or facilities, and how you can expect your complaint to be investigated. The purpose of these procedures is to facilitate fair consideration of your complaint, and it is hoped that in most cases complaints will be resolved satisfactorily. These procedures have been developed to ensure that complaints made, either individually or collectively, by students are treated seriously, investigated carefully and, if found to be justified, are acted upon.

What is a complaint?

2. A complaint can arise if one or more students have a specific concern about an action or lack of action by the College, the standard of a service provided by or on behalf of the College, or about matters that affect the quality of the learning opportunities. Examples may include:
 - (i) failure to meet obligations, including those outlined in handbooks
 - (ii) misleading or incorrect information in prospectuses or other promotional material
 - (iii) concerns about the delivery of a programme (administration or teaching), including those delivered by a partner institution, placement providers or years in industry.
 - (iv) provision of poor quality facilities
3. The complaints process CANNOT be used where there are other established systems or processes, especially decisions involving academic judgement such as progression, marks, or termination of registration. Appendix 1 summarises these other established systems and processes. If you have any questions about the appropriate route for you please speak to the Student Service Centre Desk or the Students' Union Advice and Support Centre.

Who can make a complaint?

4. If you are enrolled on an academic programme delivered by the College you can submit a complaint, regardless of whether you are registered for the current academic year, subject to the below. Students who have recently left may also submit a complaint, subject to the time limits below.
5. **You are expected to make the complaint yourself within 3 months of the action or incident being complained about.** You may appoint a representative to communicate with us on your behalf, e.g. a friend or family member, but you must sign the form yourself, as we cannot accept a form signed by someone else on your behalf. You will need to ensure that your representative knows all about your complaint, is willing to represent you and can keep you fully informed as we will only correspond with your representative. We will not correspond with you as well. If you change your mind about being represented, or change your representative you will need to tell us in writing. Complaints made more than 3 months after the action or incident will only be accepted in exceptional circumstances and at the discretion of the Deputy College Secretary. Exceptional circumstances may include evidence of a medical condition preventing the submission of the complaint, proportionate to the length of the delay.
6. **Where an action affects a group of students, you may wish to submit a group complaint.** In order to manage the complaint we will ask the group to nominate one student to act as group representative. We will only communicate with that representative, who is responsible for communicating with other group members.
7. **Anonymous complaints will not normally be investigated.** However, if there is a compelling case supported by evidence that warrants an investigation we may proceed, but you should be aware that raising concerns anonymously often impedes the investigation and the communication of the outcome.

The complaints process

8. There are 3 stages to the complaints process:
 - (i) Early resolution – this is an opportunity to resolve concerns swiftly and locally, for example at School or Faculty level. This might include face to face discussion or asking an appropriate member of staff to deal with the matter. If you remain unsatisfied and wish to proceed with a formal complaint we will require written evidence that you have attempted to resolve the matter informally.
 - (ii) Formal – for the investigation and determination of complaints where you are dissatisfied with the outcome of early resolution or where early resolution is not suitable due to the complexity or nature of the concerns. Where appropriate complaints may be referred for mediation or conciliation (see appendix 3). You will be provided with a written outcome.
 - (iii) Review – an appeal to the College Executive team for a review of the process of the formal complaint to ensure that appropriate procedures were followed and that the decision was reasonable. You will be provided with a written outcome.

Timescales

9. We aim to respond to all complaints as swiftly as possible and to complete a formal complaint and review within 90 calendar days after receipt, including the time required for students to submit material. There may occasionally be circumstances when, for good reason, we will need to extend the timeframe. Where this is the case we will notify you and keep you regularly informed of progress.
10. Where a complaint is identified as requiring swift action, for example, where there is a threat of serious harm, we will prioritise that complaint.
11. It is common for students to raise issues which contain matters that should be considered under another procedure. Where this happens, we will tell you which specific issues will be considered under which specific procedure and will direct you to the alternative appropriate procedure, for example, the academic appeals procedure, for the remaining issues. We may suspend the consideration of a complaint until a matter considered under another procedure has been investigated.

Support

12. We recognise that it is often not an easy decision to submit a complaint, and that you may have concerns about the impact on your relationship with our staff or on your academic studies. We will ensure that you are not disadvantaged because you submitted a complaint. This includes handling your complaint with an appropriate level of confidentiality. Appendix 2 sets out the expectations of staff and students involved in complaints handling.
13. You are encouraged to use our support services, especially the Students' Union Advice and Support Centre can provide helpful independent advice and support to those who wish to submit a complaint.
14. If you have particular circumstances or individual needs, and with your agreement, we may adapt these procedures. Reasonable adjustments will be considered on a case by case basis and with the advice of Student Support and Advisory Services.

Early resolution

15. There are systems in all departments and services to allow you to raise concerns or suggest improvements to our provision of services and support. All academic departments have Student Staff Committees, which are intended to provide a general means of communicating and resolving

difficulties. There are systems in all departments for feedback surveys on teaching and administrative and other support services. Many problems will be resolved by these mechanisms.

16. You are expected to raise any concerns about the provision with a member of staff familiar with the area of concern. Normally, it is appropriate to raise concerns about academic provision such as failure to meet obligations outlined in handbooks with your Personal Tutor or Personal Adviser, Programme Director or Academic Co-Ordinator. Concerns about the provision of a facility or service, e.g. security services or library facility should be raised with a staff member of the relevant team. If you are not sure about whom to approach speak to the Student Service Centre Desk or the Students' Union Advice and Support Centre staff.
17. If you remain unsatisfied or wish to pursue the concern further, you should ensure that you have a written summary of the outcome of attempts to resolve your concerns before submitting a formal complaint.

Formal complaint

18. You should submit your complaint on the form accessible at [_](#). If you cannot access the form this way you should request one from the Student Enquiries Desk, the Students' Union Advice and Support Centre or the College Secretary's Office. Completed complaint forms should be submitted electronically to secretariat@rhul.ac.uk.
19. You should set out your concerns clearly and succinctly, providing evidence to support your concerns where possible. Evidence may include:
 - (i) Emails
 - (ii) Timelines of events, for example dates of meetings.
 - (iii) Independent medical evidence
 - (iv) Reports by professionals
 - (v) Financial information
 - (vi) Witness statements

Covert recordings of conversations or similar will not be accepted as evidence.

20. All complaints will be managed sensitively (see appendix 2), but you should be aware that staff involved in any action, service or facility referred to in your complaint may be asked to respond to your complaint statement and / or evidence. If you have provided any statements or evidence which you wish to remain confidential you should clearly indicate this on your form. The case officer will confirm what elements of your complaint can be kept confidential, and with your agreement, the investigation will proceed. Examples of circumstances which may require elements of a complaint to be kept confidential include complaints about a member of staff where a witness wishes their name to be removed from their statement when it is shown to that member of staff or personal medical reports.
21. On receipt of a formal complaint we will confirm receipt and briefly evaluate your submission to check that it is submitted under the right procedures, is within the 3 month deadline and provides sufficient evidence. If there are any queries we will contact you to ask and may require further information. Your complaint will then be allocated to a case officer.
22. The case officer may:
 - (i) Refer you to another procedure (which may require the suspension of the complaints procedure until the other procedure is completed).
 - (ii) Reject your complaint, for example, if it is outside the 3 month limit without a sufficient explanation. Your complaint will be closed and you will be provided with a Completion of Procedures letter (see sections 33 and 34).

- (iii) Refer you to conciliation or mediation, with your agreement.
 - (iv) Refer your complaint to an appropriate member of staff for early resolution, if there is no evidence that this has already been attempted.
 - (v) Proceed to formal investigation.
23. The case officer will establish the matters to be investigated with you before asking parties involved to submit written statements and supporting evidence in response to your complaint statements. This will normally include a response from the Head of the Academic Department or Professional Service or Facility. The case officer will collate any additional relevant information. This may include:
- (i) academic transcripts
 - (ii) relevant student handbooks, regulations and policies
 - (iii) notes and minutes of meetings
 - (iv) correspondence
24. The case officer will write a report summarising all the submissions and evidence. This report, alongside your complaint submission and evidence, will be forwarded to a panel comprising a senior academic member of staff with a wide experience of College administration and a student union representative.
25. After considering the evidence and submissions, the panel will decide whether your complaint should be upheld, not upheld, or partly upheld. They may make any recommendations or remedy which they deem appropriate in the light of your desired outcomes and the investigation.
26. You will be informed in writing of the outcome and the reasons for the decision within the time limits set out in appendix 3. You will also be provided with a copy of any written statements, evidence and reports, and details of your right to take the complaint to the review stage.
27. During the investigation the case officer will ensure you are kept informed about the progress of the investigation. If there are any delays you will be notified and provided with a revised timescale.

Opportunity to Respond

28. It is hoped that your complaint will be resolved following the investigation. However, if you are dissatisfied with the outcome of your complaint you can request a review by writing to secretariat@rhul.ac.uk as explained in the written outcome. A review will not normally consider your complaint afresh or involve a further investigation but will consider whether procedures were followed and that the decision was reasonable. Your response should not repeat your original submission, but should instead clearly outline any comments you have about the investigation or outcome, for example:
- (i) that your complaint has been misunderstood
 - (ii) that the procedures have not been followed, contrary to the principles of natural justice
 - (iii) that the outcome was not reasonable given all the evidence.

Please note that further evidence will not normally be considered unless you can demonstrate why you could not have provided it before. If you are providing evidence from third parties, including witness statements or medical certificates, you must have requested them in good time before submitting your formal complaint.

29. If you do not request a review within the time limit we will notify you in writing that your complaint has been closed.

Review

30. On receipt of a request for a review we will confirm receipt and allocate your request to a new case officer, who will communicate with you (or your representative) and will keep you informed of progress with your complaint.
31. A Vice Principal (or nominee) shall consider the details of the case and all relevant documentation provided during the investigation. They will review the case and may, if necessary, take further advice.
32. The Vice Principal may:
 - (i) Amend the outcome
 - (ii) Amend or apply any recommendations or remedy
 - (iii) Refer the complaint, or an element of it, for further investigation.
 - (iv) Uphold the original outcome in full

Adjudication of College Decisions

33. If you have exhausted these procedures but you remain dissatisfied with the outcome of the complaint, you are entitled to ask the Office of the Independent Adjudicator for Higher Education (OIA) to conduct a review. The OIA is an independent review body, external to the College, and can look at issues such as whether we have followed our procedures, whether our procedures are reasonable, and whether our final decision was reasonable in all the circumstances. The OIA's Scheme Rules and guidelines are available on its website, www.oiahe.org.uk
34. In order to apply to the OIA you will require a Completion of Procedures letter. If your complaint is rejected, or if your complaint is not upheld, this letter will be issued automatically. In all other circumstances you will need to request a Completion of Procedures letter by writing to secretariat@rhul.ac.uk within 1 month of written confirmation that your complaint has been closed.

Monitoring and Records

35. The College Council will receive regular reports (not less than one each academic year) concerning the operation of the complaints procedure. Such reports will not identify individuals or contain any confidential information relating to individual cases. Reports may also be provided to other committees and senior managers.
36. Records of formal complaints will be maintained by the Secretariat, and will be kept securely. They will not form part of the official student record. It is expected that a copy of these records will be requested by and provided to the OIA during adjudication.
37. Where the OIA issues a final outcome following adjudication an anonymised version of the written outcome will be shared with the Students' Union Advice and Support Centre and other relevant departments. The purpose of this is to raise awareness of student concerns and to assist with the operation of these procedures.

Appendix 1: List of formal routes to solve problems

If you would like to:	
Appeal against a penalty you have received for an examination or assessment offence, including plagiarism.	You should refer to the Regulations on assessment offences for information about how to appeal.
Appeal against the decision of a Board of Examiners, for example, marks awarded for coursework, examinations or formal reviews, academic progression, degree classification or degree award, and termination of registration	<p>You may be able to appeal against the outcome of examinations or termination of registration on academic grounds. See the Academic Appeals Procedure in the Academic Regulations</p> <p>If, however, the grounds of appeal are matters covered by this complaints procedure, the Investigating Officer of the appeal may at his/her discretion suspend the Appeals process whilst the complaint is investigated. The outcome of the complaint will inform the appeal decision.</p>
Ask that your request for special assessment arrangements are reconsidered	You may be able to request a reconsideration of requests for special assessment arrangements. See the Regulations on special assessment arrangements
Appeal against a decision made by a Fitness to Practise Panel	You may be able to appeal against the termination of registration on grounds of fitness to practice. See the Fitness to Practise Procedures
Appeal against a decision made by an authorised disciplinary officer or disciplinary panel	You should follow the relevant sections of the regulations, set out in the Student Handbook
Report personal harassment	You should refer to the Code of Practice on Personal Harassment.
Complain about the Students' Union	You should refer to the Students' Union complaints procedure
Complain about the health centre	You should use the Health Centre's complaints procedure . Complaint forms are available in the Health Centre Reception, the Student Services Office and the Students' Union
Complain about a decision made regarding your student fees.	<p>You should contact Student Services Centre</p> <p>If your registration has been terminated for non-payment of fees, you may be able to appeal against the decision. See the Student Fee Regulations.</p>

Complain about provision by a College partnership	You should raise it informally with them first.
Complain about a placement, year in industry or similar provision.	You should contact the placement manager in the first instance.

Appendix 2; Expectations of staff and students involved in complaints handling

We will:

1. Keep students informed throughout the process
2. Deal with all complaints seriously and fairly and with an appropriate level of confidentiality, i.e. information will be released only to those who need it for the purposes of fairly investigating or responding to the complaint.
3. Judge all complaints on their individual merits and treat all complainants equally, and will ensure no student is disadvantaged or victimised for submitting a complaint.
4. Follow the principles of natural justice in a manner which is appropriate to the individual circumstances of the complaint. Case officers, panel members and Vice Principals will not act in any matter in which they have a material interest, or an actual or potential conflict of interest
5. Advise students to access support when submitting complaints, including advising students that they may be accompanied to meetings to discuss complaints.
6. Advise students if complaints about other students or members of staff have been upheld, but may not share specific details affecting individual students or staff members.

We expect you to:

1. Respond to requests for information from the case officer in a timely manner, and to keep them informed of any circumstances relevant to your complaint
2. Provide appropriate evidence to support your complaint at the appropriate time
3. Behave reasonably towards the case officer and others involved in considering your complaint. Frivolous or vexatious complaints may be closed, for example, where there is evidence of obsessive, repetitive or unreasonable pattern of behaviour, or abuse or harassment of staff.

Appendix 3; Timescales

Stage	Purpose	Procedure Reference	Timescale
Early resolution	To address straightforward concerns swiftly and locally, to identify remedies where appropriate in consultation with the student		As soon as possible after the action / incident being complained about
Student	Opportunity to submit formal complaint supported by evidence: includes statements from witnesses, meetings of notes, emails.		<i>Within 3 months of the action / incident being complained about</i>
Formal stage	To investigate complaints not settled by / not suitable for early resolution.		25 working days
Student	<i>Opportunity to respond in writing to the outcome of the formal stage</i>		20 working days
Review	For a higher body in the College to review the complaint: to ensure that appropriate procedures were followed and that the decision was reasonable.*		20 working days

*complaints which have exhausted a partner organisation's internal procedures will be considered at this stage.

Appendix 4; Glossary and terms

Case Officer	
Remedy and recommendations	



This form should only be used if you have read the Students Complaint Procedure.

If you need help completing this form or need help and advice please contact the Students' Union Advice and Welfare Centre. <http://www.su.rhul.ac.uk/advice>

If you wish to make a complaint but feel unable to act on your own behalf you may appoint a representative to act on your behalf. However, you must sign the form yourself. Once you have decide to have a representative we will only correspond with that person. If you change your mind about having a representative you will need to notify us in writing.

PART 1 – Your details

First Name	
Last Name	
Student Number	
E Mail Address (Unless otherwise requested the College will contact you using your College e mail address)	College Personal
Course	
Year of Study	

Please tick the box below if you wish to appoint a representative

<input type="checkbox"/>	I confirm that I wish the person named above to act on my behalf.
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PART 1 (a) Details of Representative appointed to act on your behalf (if applicable)

First Name	
Last Name	
E mail Address	
Contact Phone Number	



PART 2 – Details of the Complaint

When completing this section please include details of actions you have already taken regarding the complaint and why you wish make a formal complaint. Please provide examples.

Or, if you feel the complaint cannot be resolved by the early resolution part of the process please explain why.

Details of the Complaint

Please continue on a separate sheet if needed.

Details of where the complaint has already been raised (please give evidence)



Part 4 – Desired Outcome

Please explain the purpose of whether there is a specific outcome that you are hoping for.

Please confirm if you would be willing to consider mediation or conciliation. YES/NO

Part 5 Declaration

- I have read the College's Complaints Procedures for Students
- I declare that the information on this form is correct.

Signed _____ Date _____

Royal Holloway, University of London
Student Complaints Form

