Student Concerns: Formal Stage

Concern Form

The **Concern Review Form** is to be used if you wish to make a complaint about a student at the University of Westminster. Please ensure you have read the Guidance for Students Making a Complaint about another Student(s) on the Student Code of Conduct webpage before submitting this form.

Complaints which do not relate to the conduct of another student should be reported using the way University’s Student Complaints Procedure <https://www.westminster.ac.uk/current-students/guides-and-policies/student-matters/student-complaints>

In accordance with the Student Disciplinary Regulations, a student may submit this form to request that his/her concerns be reviewed by the College in accordance with the procedures detailed in the Student Disciplinary Regulations.

The Student Code of Conduct and Student Disciplinary Regulations and this form are available at:

<https://www.westminster.ac.uk/current-students/guides-and-policies/student-matters/student-code-of-conduct>

Anonymous allegations will not normally be accepted. We will need to disclose your name and a summary of the complaint to the Student you have complained about so that they can respond to the allegations.

If you are worried about any repercussions of this, please explain this on the form and we will look at whether any measures can be put in place to address your concerns.

Students are advised to consult the Student Union Advice Team for advice and support in relation to raising and pursuing their concerns: email suadvice@westminster.ac.uk further information about the Advice Team can be read online: <https://www.uwsu.com/advice>

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| **Section A: Your Details** |

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| Name |  |
| ID number |  |
| Course |  |
| E-mail address |  |

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| **Section B: Details about the student you wish to raise a concern against**  |

Complaints where the student(s) who is/are being complained about is/are not identified may only proceed if the student(s) can be identified from the evidence available.

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| Name |  |
| Course (if known) |  |

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| **Section C: Details of concerns** |

Please explain your concerns clearly, including the following information:

* What your concerns are and why; please include dates
* A description of the outcome so far (if you have already raised the matter with an appropriate member of staff);
* Why you feel that your concerns are unresolved

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(Please continue on a separate sheet if you need to. Please number the pages clearly.)

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| **Section D: Redress** |

Please state clearly what redress you are seeking (e.g. an apology):

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| **Section E: Supporting documentation** |

Please ensure that you have enclosed any relevant supporting documentation to help the Associate Head of College (Education and Students), or nominee to consider your concerns fully. This should include the following:

* *Evidence or other documentation which supports the concerns you are raising*
* *Emails or other correspondence in which you have already raised your concerns with an appropriate member of staff (if applicable)*
* *The response from that member of staff (if applicable)*

If you have enclosed any other documentation, please indicate the nature of the documentation (e.g. email correspondence):

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| **Section F: Further Information** |

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| Do you feel you require specific disability related support with this process? If so, please give details. |

Please ensure that you have completed all sections of this form and enclosed all relevant supporting documentation.

Please submit your form and supporting documentation to your College:

* Westminster Business School – wbscollegesupport@westminster.ac.uk
* Design, Creative and Digital Industries – dcdicollegesupport@westminster.ac.uk
* Liberal Arts and Sciences – lascollegesupport@westminster.ac.uk

Please note that, by signing this form, you are authorising the College to consider this form and related information regarding your concerns.

Signature: Date: