

COMPLAINT FORM FOR STUDENTS AND EAPTI-GPTIM STAFF MEMBERS

Prior to completing this form, please confirm the following:

I have read the EAPTI-GPTIM Code of Ethics and the Complaints and Appeals Procedure.	Yes/No
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PART A – PERSONAL DETAILS (please complete in block capitals). For the submission of a *joint complaint* please copy this section as many times as there are students in the joint complaint.

Student No.	
Title:	Mr/Mrs/Miss/Ms/Other (please specify)
Forenames:	
Surname:	
State and Passport no:	

Address <i>[all correspondence relating to this complaint will be sent to this address]:</i>	Tel:
	Mobile:
Postcode:	Email <i>[all correspondence relating to this complaint will be sent to this email]:</i>

PART B – INFORMATION ABOUT STUDIES AT WHICH YOU ARE ENROLLED (if a student)

Title of Programme:	
Year of studies:	

PART C – SPECIFY THE SPECIFIC ISSUE ON WHICH YOU ARE FILING A COMPLAINT

I am/we are complaining against:

(write down the specific issue/problem you are complaining against)

Person responsible (if no specific person is responsible write down EAPTI-GPTIM):

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PART D - CIRCUMSTANCES AND EVIDENCES

Please provide your view on the circumstances/issue/problem:

<p style="text-align: center;">(add additional space if needed)</p>
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PART E - SUGGESTIONS

Please provide your suggestions (if you have them) on how to resolve the issue/problem that you are complaining against:

(add additional space if needed)

**Please submit two copies of this form together to EAPTI-GPTIM
One signed copy of the complaint filed should be returned to the student(s)**

A written report will be provided to the student/complainant with detailed explanation of the Complaints and Appeals Committee's decision.

For official use only

Date received: _____ **Signature:** _____