

Making a complaint – a guide for students

Introduction

We set ourselves high standards and do our best to ensure you have a positive and successful university experience at Edge Hill. However, we recognise that this doesn't always happen. Sometimes circumstances or events both in and out of our control may cause you to complain.

We take all complaints seriously and will try to resolve your complaint quickly and informally in the first instance. This gives us the chance to put things right and means you are not distracted from your studies.

If we can't resolve things informally, or you are dissatisfied with the resolution we offer there is a formal procedure to follow.

This document outlines the definitions and processes associated with making a complaint. Please read it before submitting your complaint. You may also want to read the University's full [complaints procedure](#).

There are three stages to the University's complaints procedure. If all three stages are completed and you are still not satisfied with the outcome, you can ask for your complaint to be reviewed by the [Office of the Independent Adjudicator](#) (OIA). This is an independent body whose role it is to review individual complaints by students. There are more details about the three stages and the OIA later in this document.

If you require this document or the complaints procedure in a different format, please contact the [Student Cases team](#).

What is a complaint?

We treat something as a complaint if you tell us you are not satisfied with

- the standard of service we provide
- something we have done
- something we have not done

The University's complaint procedure is bound by external regulations and follows a specific process. It is also time-bound.

Is it a complaint or an academic appeal?

An academic appeal relates to the outcome of an assessment or examination, or your progression. It will be based on one of these grounds:

- a procedural irregularity in the assessment process

- bias or the perception of bias
- exceptional mitigating circumstances, details of which were, for good reason, not previously available to the appropriate assessment boards via the EMC process

If you submit an academic appeal, we will check whether it might be more appropriate to treat it as a complaint. Or we might find you might have grounds for an appeal *and* a complaint. We will contact you to discuss the next steps.

Please note that complaints and appeals have different procedures and are governed by different regulations.

If you are not sure which procedure to use, you can check with the [Students' Union Advice Centre](#) or the [Student Cases team](#).

Who can make a complaint?

You can make a complaint if you

- are enrolled on a course at Edge Hill University as a student
- have recently left the University, but you must complain within **one month** of leaving

You can make a complaint as an individual or as part of a group.

I'm an apprentice. Can I use the University complaints procedure?

If you are studying on a higher or degree apprenticeship programme delivered by Edge Hill University, you are also a student of the University. Our policies and procedures apply to you as they do to all students. You can use this complaints procedure to make a complaint about something the University has done or has failed to do.

If your complaint is about on-the-job training you receive from your employer, you should raise this under your employer's internal procedures.

Your Commitment Statement contains a summary of your right to complain, including your right to complain by contacting the [Education Skills Funding Agency Apprenticeship Helpline](#). You can also call them on 08000 150 400.

A group of us have the same complaint. What do we do next?

If the cause of complaint affects several students, you can make a group complaint.

You must be completely clear about who is involved in the complaint and appoint a lead student to represent the group.

The lead student is responsible for

- completing a group complaint form, confirming the names of those involved
- submitting the completed form to the staff member dealing with the complaint
- liaising with the other students in the group complaint, collecting evidence and providing regular feedback
- communicating with the staff member(s) involved in dealing with the complaint
- attending meetings about the complaint on behalf of the group

Please note, once the group complaint form has been submitted, we will not normally allow other students to join the group complaint later.

For full details please read the [University complaints procedure](#).

Can I make a complaint anonymously?

We do not usually accept anonymous complaints as it is difficult to investigate a complaint and report the outcome if we do not know your identity. In exceptional cases we may accept an anonymous case, but there must be a compelling case and evidence for maintaining anonymity.

How do I make a complaint?

There are three stages to the complaint process:

- Stage one – early resolution
- Stage two – formal investigation
- Stage three – review

At any stage in the complaints procedure we may suggest the complaint is resolved through conciliation or mediation. You do not have to agree to this - it is voluntary and confidential. The conciliator or mediator will be an independent person who is impartial, will not take sides and will not impose a solution.

A flow chart outlining the complaints procedure follows overleaf. For full details please read the [University complaints procedure](#).

Can I withdraw a complaint?

You can withdraw a complaint at any time. Please contact the [Student Cases team](#) in writing and state that you wish to withdraw your complaint. The University may continue investigating your complaint if you have raised issues we consider need to be investigated.

Can the University reject or terminate a complaint?

We may reject or terminate a complaint if, in the investigator's opinion, the complaint can be termed 'frivolous or vexatious'. This means

- The complaint has no serious purpose
- The complaint is intended to cause annoyance or disruption
- You are seeking an unrealistic remedy

Please refer to the [University complaints procedure](#) for full details of the circumstances for rejecting or terminating a complaint.

A guide to the complaints process

Your initial complaint must be made within three months of the incident affecting you.

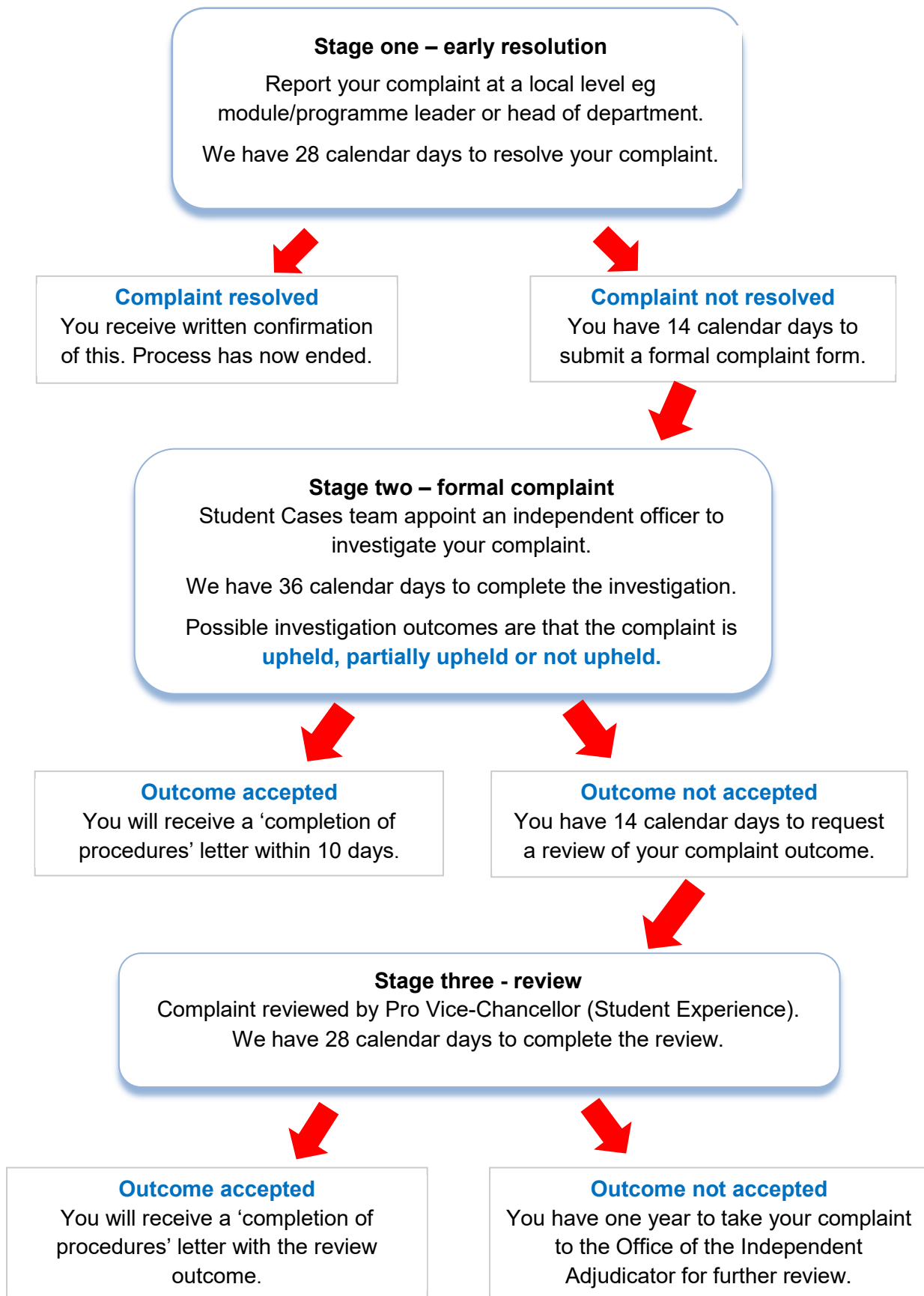


Figure 1 A guide to the complaints process

Stage one – early resolution

We strongly encourage you to try and resolve your complaint at a local level first. You can do this by identifying a member of staff to direct your complaint to. This will usually be one of the following:

- Your course tutor
- Your module leader
- Your programme leader
- The faculty administration manager
- A manager in the University service involved

If you are not sure who to direct your complaint to, you can ask for clarification and advice from the [Students' Union Advice Centre](#), or email the [Student Cases team](#).

How do I word my complaint?

Once you have identified the staff member to direct your complaint to, send them an email with the word 'Complaint' in the subject line. Your email should

- state that you wish to make a complaint
- ask to make an appointment to discuss it
- include an overview of the complaint in the body of your email or as an attachment

What is the timeframe for a stage one complaint and when will you respond?

You must make your complaint within three months of the date the matter affected you. The University must respond to you within 28 calendar days of receiving your complaint.

For full details of this stage, please read the [University complaints procedure](#).

Stage two – formal investigation

You can either start your complaint at this stage, or if you are dissatisfied with the outcome of stage one of the process, you can progress to a formal investigation.

How do I start or continue my complaint at stage two?

Please complete a [complaint form](#) and send it to complaints@edgehill.ac.uk along with copies of any documents which support your complaint.

Can I email my form and evidence documents?

Yes, but you must make sure that any scanned documents are clear and have not been reduced in size to a point where they are illegible. Send your form and evidence to complaints@edgehill.ac.uk.

You can also send hard copies of the form and any evidence to:
Student Cases team
Edge Hill University
St Helens Road
Ormskirk
L39 4QP

What type of documents can I include as evidence?

You are supplying evidence which supports your complaint. It must be clear how the documents you include relate to the points you are making. Although the following list is not exhaustive, acceptable documents might include:

- emails and letters
- transcripts
- course documents and information
- contracts
- receipts, tickets
- medical evidence eg letter from a doctor or consultant
- witness statements

What is the timeframe for a stage two complaint and when will you respond?

If you are starting your complaint at stage two, we must receive your completed complaint form within three months of the date the matter first affected you.

If you are progressing an existing complaint, you must submit your completed complaint form within 14 calendar days of the date we notified you of the stage one outcome.

Once we have received your complaint form, we have 36 calendar days to complete our investigation and communicate the outcome to you.

What happens in a formal investigation?

As soon as we receive your request for a formal investigation, we check it for any omissions or mistakes and acknowledge its receipt by email. We will then

- inform the department or faculty of your complaint
- inform any a member of staff or other person named in your complaint
- provide those concerned with a copy of your complaint form and supporting documents

We then appoint a member of staff to investigate your complaint. They will be independent to you, your faculty, department and any person named in your complaint. We will tell you who this person is and refer to them throughout the process as the Investigating Officer (IO).

We treat all complaints individually, and although we follow a common process the IO's approach may vary. Nevertheless, the IO will usually

- meet with you
- gather information about the issues you have raised by talking to you and other people
- consider the documents you have provided
- consider other documents discovered as part of their investigation

The IO will then form a conclusion based on the evidence they have collected and will notify you of the outcome in writing. They have the authority and discretion to consider any reasonable options to resolve your complaint.

For full details of this stage, please read the [University complaints procedure](#).

Stage three – review

If you are dissatisfied with the outcome of stage two, you can request a review – however, you must meet certain grounds.

What are the grounds for requesting a review?

You may request a review if you believe one or more of the following apply:

- the investigation was not conducted fairly
- the investigation failed to take account of relevant material
- new evidence has come to light which, for valid reasons, you were unable to provide earlier in the complaints process; and which would have materially affected the decision made at stage two
- the decision reached was wholly unreasonable

I believe I have grounds for requesting a review – what do I do next?

You need to complete the [review request form](#), stating which grounds apply. Please send your completed form to complaints@edgehill.ac.uk.

For more information on this, please read the full [complaints procedure](#).

What is the timeframe for a review and when will you respond?

You have 14 calendar days from the receipt of the outcome of stage two to request a review. The University has 28 calendar days to complete the review and send a written outcome to you.

The written outcome will include a Completion of Procedures letter, which states that you have reached the end of the University's complaints procedure. It also advises you that you can now ask the [Office of the Independent Adjudicator \(OIA\)](#) to review our decision.

How do I take my complaint further?

The OIA is an independent body whose role is to review individual complaints from students. You have one year from the date of your Completion of Procedures letter to ask the OIA to review your complaint. You must use the OIA's own [complaint form](#) and follow their procedures. There is more information on the [OIA website](#).

If you need help or guidance in dealing with the OIA, please contact [Edge Hill Students' Union](#).

Other information about the complaints process

My complaint needs resolving urgently – what can I do?

When you first tell us of your complaint, you must make it clear that it is urgent and provide clear reasons why it needs immediate attention. For example:

- it involves a threat of serious harm
- the impact of the issues raised might harm your health
- you are experiencing significant distress
- it relates to disability support
- the issues are of a highly sensitive nature

Should I disclose my disability when I make a complaint?

Disclosing a disability is a personal decision and we understand that you may want to keep it confidential.

Even if you have not previously disclosed your disability, we encourage you to do so if you make a complaint. This is because we want you to be able to participate fully in the complaints process and can offer support and/or reasonable adjustments to help this happen. We will discuss confidentiality and reassure you on the confidential nature of the process. Please contact the [Student Services Inclusion team](#).

Where can I find help, support and advice before submitting my complaint?

This document provides an overview of the complaints process. Before you make a complaint we recommend you read the [University's complaints procedure](#) and any relevant regulations, policies and procedures, including the student charter.

We also advise you to seek early advice, guidance and support from Edge Hill Students' Union.

Please remember that discussing your complaint or submitting documents to Edge Hill Students' Union is not the same as making a complaint under this procedure. The Students' Union will not make a complaint on your behalf. The complaints procedure does not start until you have submitted your complaint to the University.

What should I do if my issue isn't covered by the complaints procedure?

The following table outlines who to contact if your issue is not covered by the complaints procedure.

Your concerns	What to do and who to contact
Disputes or appeals about <ul style="list-style-type: none">• academic performance or results• the outcome or action taken against you for academic malpractice• the outcome of disciplinary action taken against you• the outcome of a fitness to practice panel	For all these matters you may be able to appeal . Please contact the Student Cases team .
Disputes about decisions made about your fitness to study.	You may be able to appeal. Please read the fitness to study procedures . Contact Student Services .
Bullying or harassment by another student.	You may be able to make a complaint under the bullying and harassment policy . Contact Student Services .
Bullying or harassment by a member of staff.	Please contact complaints . They will advise you of the specific procedures to follow.
Matters relating to your student loan, including issues with <ul style="list-style-type: none">• the Student Loan Company• Student Finance England	These are independent organisations with their own complaints procedures. Please contact the Student Loan Company or Student Finance England directly.
Requests for new or different University services or provision.	Please contact your programme board or staff-student consultative forum.
Complaints about Edge Hill Students' Union.	This is an independent organisation with its own complaint procedures. Please contact Edge Hill Students' Union directly.
Complaints against partner institutions.	Please read the University's complaints procedure for full details of what to do or contact complaints .
Complaints against further education colleges.	Please read the University's complaints procedure for full details of what to do.