



## Hull York Medical School

### Formal Complaints Form

This form is to be used by all students who wish to submit a Formal Complaint to the Hull York Medical School Board of Studies under the Code of Practice on Investigation and Determination of Complaints.

It is assumed that in making a formal complaint the student will have first taken their complaint through the informal stage if appropriate.

All students are strongly encouraged to seek help in submitting this complaint form, and should do so from either the Students Union in Hull and York and/or also the Hull York Medical School Student Support Office.

Name of Complainant	<input type="text"/>
UCAS/SITS Number	<input type="text"/>
Year of Study	<input type="text"/>
Programme of Study	<input type="text"/>
Email Address for correspondence	<input type="text"/>
Date of Complaint Submission	<input type="text"/>

(All boxes will expand as you type)

**1. Description of your complaint** – Please provide details of the cause of your complaint

- What are your concerns?

**2. The history of your complaint at the informal stage** – please provide the following:

- A description of the steps you have taken to resolve this matter informally.
- Details and names of the people with whom you have raised this complaint informally
- The outcome of the complaint at an informal stage
- Reasons why you feel that your complaint remains unresolved.

**3. Additional documents** – please list any additional documents you are submitting in support of your complaint

**4. Please tell us what action you seek, and why you believe this action is appropriate**

Please send your complaint to the Hull York Medical School Board of Studies at [complaints@hyms.ac.uk](mailto:complaints@hyms.ac.uk)