

CONFIDENTIAL

GRIEVANCE REPORT TEMPLATE

DISCLOSURE OF THIS FORM OR ITS CONTENTS IS IN BREACH OF THE UNIVERSITY'S
PRIVACY POLICY

www.adelaide.edu.au/policies/62/

Refer all requests for disclosure to Peter Backhouse on +61 8 83037503, e-mail:
peter.backhouse@adelaide.edu.au or Julie Hayford on +61 8 8303 7503, e-mail:
julie.hayford@adelaide.edu.au

This form is for managers/supervisors who facilitate a student grievance in accordance with Stage 2 Formal Review of the *Student Grievance Resolution Process* available at <http://www.adelaide.edu.au/student/grievance/>

At the conclusion of facilitation, this form must be placed in a sealed envelope marked "Confidential" for the attention of Dr Peter Backhouse, Co-ordinator, Student Policy and Appeals, Level 5, Wills Building, North Terrace, Adelaide.

NB: The data collected in relation to student grievances will be used to monitor and inform the University's quality assurance processes. The information provided on this form is regarded as confidential and any future reporting on student grievances will not identify individuals by their name or position title.

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1. Describe the nature of the grievance which may include:
Academic decisions – grievances about decisions which involve the exercise of academic judgment
Administrative decisions, services or facilities – grievances about decisions on administrative matters, the quality of administrative service or the provision of facilities
Unfair treatment – grievances about student behaviour in breach of the University's Fair Treatment Policy as well as grievances about staff behaviour

2. Name of Complainant, their School/Faculty/Division and position held in the University

3. Name of Respondent, their School/Faculty/Division and position held in the University

4. Brief statement of events, including dates.

5. Did facilitation result in agreement being reached between the Complainant and Respondent?

Yes (Please go to Question 6)

No (If not, why not?)

6. Please attach a summary of the outcome of the facilitation and/ the original written agreement reached between both parties.

7. Do you think that this complaint could have legal implications for the University?

Yes Please report your concerns to Legal & Risk (8303 4539)

No

Facilitator's name: _____ Facilitator's signature: _____

Date: _____