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| **STAGE 2: INDUSTRIAL ACTION COMPLAINT FORM**This form must be completed by all students wishing to submit an INDUSTRIAL ACTION complaint. Please ensure you have read the Industrial Action FAQs before completing this form. The form must be submitted by e-mail to: caostaff@aber.ac.uk **If it is a group complaint, please begin by completing *Section A – Group Complaint - Student Details*.**  *(Note: in the case of group complaints, the University will only liaise with the group representative, who is responsible for communicating all information to the other students in the group. The group representative must sign this form).***If it is an individual complaint, please begin by completing *Section B – Individual Complaint – Personal Details.*** |
| **SECTION A – Group Complaint – Students Details** |
| Name of group representative:  | Student number: | Study scheme title and code: | Year of Study: | University and other Email address: |
| Names of other students in the group: |  |  |  |  |
| **SECTION B – Individual Complaint - Personal Details** |
| Full Name: | Student Number: |
| Address for Correspondence:  |
| University E-mail Address: |
| Other E-mail Addresses: |
| **SECTION C – The Complaint** |
| **Outline of your complaint - providing details as to how you feel you have been disadvantaged by Industrial Action at the University. Please provide specific dates and times of teaching sessions or other timetabled academic activities related to your programme of study which have been adversely impacted by the Industrial Action** |
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| **Please detail the contact you have had with your department about this and specify what mitigations you were told were put in place.** |
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| **SECTION D – The Outcome****Please indicate what outcome you are seeking.** |
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| **DECLARATION / *DATGANIAD*** |
| **I declare that all the information I have provided on, and with, this form is a true statement of the facts to the best of my knowledge and belief. I acknowledge that the submission of fraudulent information could lead to the University taking disciplinary action.****I understand that the information I have provided will be circulated to relevant members of staff for the purpose of investigating my Formal Complaint. I understand this information will be processed and retained as is deemed necessary for the University’s performance of tasks carried out in the public interest (General Data Protection Regulation Article 6(1)(e)) and under its contractual obligations (General Data Protection Regulation Article 6(1)(b)). It will be retained for one year after receipt of the formal complaint outcome, unless a Final Review is lodged with the University, or a complaint is lodged with the Office of Independent Adjudicator for Higher Education, in which case the period may be extended. If sensitive information is included in, or with, the form as completed above, I give my consent for this to be used for the purposes of the University’s Student Complaints Procedure.** |
| Signed*:* | Date*:* |

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| Contact: | caostaff@aber.ac.uk |