

**Graduation 2022 Complaints Process**

**List of Group Members Form**

*To be completed by the appointed Group Spokesperson*

**Please refer to the information and Complaint Form available on the Graduation pages of the University website. The Student Complaints Procedure is available here:** <https://www.cardiff.ac.uk/public-information/students-applicants/complaints>

**Please note, for data protection purposes, each individual student who is party to the group complaint will be required to complete a Consent for Group Spokesperson form and provide it to the group spokesperson, to be submitted by the spokesperson with the Graduation 2022 complaint form.**

**The Group spokesperson should arrange for all students who are party to the Group complaint to be included on this form. Forms can be downloaded from the Graduation webpage. The individual Group Spokesperson Consent forms and the completed Group Members form should be submitted at the same time as the complaint form and supporting evidence within 28 days of the date of your graduation event.**

# *COMPLETE IN BLOCK CAPITALS OR TYPE*

*Please use additional sheets, if necessary*

|  |  |  |
| --- | --- | --- |
| **NAME****(please put spokesperson first)** | **STUDENT ID** | **Completed Consent for Spokesperson Form attached (✓)** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |