

**GRADUATION 2022 COMPLAINTS PROCESS**

**Consent for Group Spokesperson Form**

*For completion by each individual student who is party to the group complaint*

**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 one of these forms and provide it to the group spokesperson, to be submitted by the spokesperson with the** [**Graduation 2022 complaint form**](https://www.cardiff.ac.uk/__data/assets/word_doc/0006/2638032/Graduation-2022-Complaint-Form-190722.docx)**.**

**The group spokesperson will also need to complete this form and they must also list all students party to the group complaint on the** [**List of Group Members form**](https://www.cardiff.ac.uk/__data/assets/word_doc/0003/2638038/Graduation-List-of-Group-Form-19072022.docx)**.**

**The individual Group Spokesperson Consent forms and the completed Group Members form should be submitted at the same time as the complaint and supporting evidence within 28 days of the date of your graduation event.**

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| **1. PERSONAL DETAILS** |
| **Full Name**: |  | **Student Number:** |  |
| **Programme and Year of Study** |  |
| **Email address and telephone number** |  |
| **2. SPOKESPERSON’S CONTACT INFORMATION** |
| **Full Name**: |  | **Student no:** |  |
| **Spokesperson’s email address** |
| **Are you the Spokesperson:** | [ ]  **YES** [ ]  **NO** |
| **3. DECLARATION** |
| I understand that:* Students cannot normally be accompanied or represented by someone acting in a legal capacity unless this is requested and agreed by the University as a reasonable adjustment.
* The university will correspond directly with the spokesperson appointed by the group in relation to my complaint and I will receive a copy of the complaint outcome and/or completion of procedures letter.
* If relevant to the complaint, the university may release my personal data (which could contain sensitive information) to the spokesperson.
* If I wish to withdraw from the group, I need to confirm this in writing, by email, to studentcomplaints@cardiff.ac.uk.
* The university will communicate with the spokesperson about the group complaint by email through the address held on their student record (SIMS)
* I am responsible for keeping my personal details up to date.

**I confirm that I wish to be party to the group complaint and that the person named on this form has been appointed as the group spokesperson.****SIGNATURE: DATE:** |