APPENDIX 9
STUDENT COMPLAINT FORM

Name: _____

Programme/Stage: _____

E-Mail Address: _____

Date: _____

Nature of Complaint (please attach any relevant documentation)

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In relation to the General Data Protection Regulation (GDPR) 2016, Academic Affairs' Privacy Notice is available at: http://www.dit.ie/qualityassuranceandacademicprogrammerecords/gdpr/

I understand that the above personal data being circulated to relevant TU Dublin staff, as outlined in Chapter 14 of DIT's Handbook for Academic Quality Enhancement, found at http://www.dit.ie/qualityassuranceandacademicprogrammerecords/handbook/, for the purposes of investigating this complaint and communicating with me regarding the complaint. I understand that student complaint forms will be retained on file in electronic and/or paper format in Academic Affairs for 5 years, following which they will be confidentially destroyed.

Signed: _____ **Date:** _____
Student

OFFICIAL USE ONLY

Complaint received by Head of School on: _____

Acknowledgement sent on: _____

Action Taken: _____