



# Undergraduate Admissions Complaints and Appeals Form

This form is for use in submitting a formal complaint or appeal relating to the admissions process or an admissions decision, for consideration by an Admissions Coordinator (for applicants for Medicine and Biomedical Sciences) or a Tutor for Admissions (for applicants for other courses).

Contact details for the Tutor for Admissions for the different colleges can be found at: <https://www.ox.ac.uk/admissions/undergraduate/colleges>. The Admissions Coordinators' contact details are [admissions@medschool.ox.ac.uk](mailto:admissions@medschool.ox.ac.uk) (for Medicine) and [bmsadmissions@medsci.ox.ac.uk](mailto:bmsadmissions@medsci.ox.ac.uk) (for Biomedical Sciences).

Please read the Undergraduate Admissions Complaints and Appeals Review Procedure carefully before completing this form.

The form must be submitted within 28 calendar days of (a) for complaints, when the matters you are complaining about occurred, or (b), for appeals, the date you were notified of the relevant admissions decision.

Your complaint or appeal may not be considered if you do not comply with the word limits below.

**Date of the occurrence or admissions decision:**.....

Applicant surname/family name: ..... Applicant title:.....

Applicant first/given name(s):.....

College applied to: .....

Name and relationship to applicant, if acting on their behalf:.....

.....

Email: ..... Tel.: .....

Degree/Course of study: .....

Is this a Complaint or an Appeal:  Complaint  Appeal

- 1. For COMPLAINTS, identify the subject(s) of your complaint (Max 100 words)**  
**For APPEALS, identify the admissions decision you are appealing (Max 100 words)**

- 2. Set out the key points of your complaint or appeal in numbered paragraphs.**  
**This should include:**

**For COMPLAINTS:**

- A brief summary of the underlying facts including key dates
- A summary of what you think was done wrong
- A summary of the evidence which supports your complaint (Max 1000 words)

**For APPEALS:**

- Your ground(s) of appeal (as required by the Procedure).
- Why you consider that the admissions decision you are challenging is incorrect. NB that an admissions decision will not normally be reviewed unless it appears that a substantial procedural error has occurred
- A summary of the evidence which supports your appeal (Max 1000 words)

1.

2.

3.

4.

5.

**3. State in numbered paragraphs the outcome(s) you are seeking** (Max 250 words)

1.

2.

3.

4.

5.

**4. Provide a numbered list of any supporting evidence you are enclosing with this form. Any such evidence should have page numbers and be provided in the order set out in this list** (Max 250 words)

1.

2.

3.

4.

5.

**5. If there are time-critical factors which the decision-maker should be aware of, set them out here** (Max 150 words)

**6. Statement by applicant** (please tick to indicate your agreement with each statement):

I have read the University's **Undergraduate Admissions Complaints and Appeals Procedure**

I understand that the college and/or University may need to process personal details about me, which could include sensitive information, in order to investigate my complaint or appeal

I understand that the college and/or University may need to exchange information about my complaint or appeal within the University and colleges, and with other persons and organisations, including disclosing this completed Admissions Complaints and Appeals Form and my accompanying evidence where necessary, (for example, to collect information or to seek statements from relevant persons or bodies)

I will inform you immediately if any part of my complaint or appeal is being dealt with in a court or tribunal

The information I have given on this form is true, correct and complete, to the best of my knowledge

Signed (applicant):.....

Signed (authorised representative of applicant):.....

Date:.....