

# The Open University of Sri Lanka

## Student Complaint Form

If an OUSL staff member intends to lodge a formal complaint against to students' discipline matters, he/she should use this form.

Duly completed student complaint form should be sent to '**The Vice Chancellor, The Open University of Sri Lanka, Nawala, Nugegoda**' either by registered post

**A. Nature of your Complaint (Tick  $\checkmark$  appropriate box/boxes)**

All forms of ragging	
Threats and Intimidation	
Harassment	
Assault	

Sexual harassment	
Gender based violence	
Bullying	
Others (Please specify below)	

If others, specify: .....

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**B. Detail of incidents that took place (student should provide all the details)**  
*[Attach additional pages if necessary]*

**B1. Clearly state the date(s), time(s) and place(s) of the incident(s):**

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**B2. Describe Your Complaint** *[also provide name/s or maximum identity of the student/s who made you to undergo the said difficulties]:*

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**B3.State all available evidences / eyewitnesses, if any, to support your complaint**  
(Also attach the available evidences, if any, with this complaint):

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**B4.Any other details / description / concerned about the incident (if any):**

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**C. Declaration and Personal Details of the Complainant** *(If more than 1 staff member is making this complaint, all must provide following details with their signatures)*

I / we declare that to the best of my/our knowledge all the information/details provided by me/us are true, accurate and complete. AND, I / we are aware that,

- if all requested details under A, B1, B2 and C above are not provided by me/us, the complaint becomes invalid and the university is not bound to take any action.
- a complaint lodged with all required details will be investigated and I/we should fully cooperate with the University in the investigations.
- if complaint is found to be false or malicious, I/we may be subjected to disciplinary procedures.

	<b>Full Name</b>	<b>Designation</b>	<b>Department/Division</b>	<b>Telephone No.</b>	<b>Email</b>	<b>Signature</b>

Date: .....