**Complaint about teaching, supervision or other circumstances**

*Depending on the character of your complaint, Student Affairs and Programmes will forward your complaint to the Head of Programme or the relevant manager. Note that your complaint will not result in a re-assessment of your exam or project and cannot be anonymous*

|  |  |
| --- | --- |
|  |  |
| Name  |  |
| Date of birth |  |
| Student number |  |
| ITU email |  |

**Information about the course or project**

|  |
| --- |
| Course/project:  |
| Programme: |
| Course manager / supervisor |
| Co-course managers / co-supervisor |
| Individual complaint  | Group complaint  |

**I want to complain about** (choose one or more below)**:**

[ ]  How the course or supervision was conducted.

[ ]  Legal matters

[ ]  Other circumstances

**I have talked to the course manager / supervisor.**[ ]  Yes

[ ]  No

**Documentation**

You must enclose a written statement in which you substantiate your complaint.

It may be a good idea to describe how the course or supervision did not meet the requirements stated in the course description or the [guidelines described on ITU student](https://itustudent.itu.dk/study-administration/project-work/workload-and-project-size).

|  |  |
| --- | --- |
| **Date**  | **Signature** |
|  |  |
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