# MBA/EMBA/MFin/Executive MAcc Admissions Complaint Form

Admissions: Complaints and appeals (MBA, EMBA, MFin, Executive MAcc)

This form is only for use in Complaints which are defined as MBA / Cambridge EMBA / Global EMBA / MFin / Executive MAcc Admissions Complaints within Cambridge Judge Business School’s Admissions Complaint procedure.

Please read this procedure before completing this form.

You must print, sign and upload this form in order to submit your Admissions Complaint. Please read the form very carefully before signing it.

Application ID number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Surname/ family name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

First name/given name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course of study applied for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This form is only for use in postgraduate admission appeals as defined within the [Cambridge Judge Business School Admissions Appeals and Complaints procedure](https://www.jbs.cam.ac.uk/programmes/admissions-appeals-complaints/#item-2). It is important that you read that guidance and the following information before completing this form. The form should usually be completed within 28 days of receiving your formal written admission decision.

You should **not** use the postgraduate admission complaint form to:

* appeal an admission decision; please use the appeal form instead (available on the link above)
* make a complaint about an issue not related to postgraduate admission; [visit the Student Complaints website for information on other complaints](https://www.studentcomplaints.admin.cam.ac.uk/student-complaints);
* request advice on how to improve your application;
* request feedback on an admission decision;
* seek a review of your fee status;
* query your College allocations.

Before submitting an admission complaint you should explore your issue and, if possible, resolve the matter locally, with the relevant programme admissions office. Your complaint will not be taken forward if other avenues of redress are still in progress. If you wish to make a complaint once these are complete, you will need to complete a new form.

Note that an admission complaint cannot be made about a matter of academic judgment, that is a judgment where only the opinion of an academic expert is sufficient to decide on the issue. [Visit the Student Complaints website for more information and examples of academic judgments](https://www.studentcomplaints.admin.cam.ac.uk/home/academic-judgment).

☐ Please tick to confirm you have read and complied with the information above and the Appeals and Complaints procedure.

1. Please identify the issue(s) that is the subject of your admission complaint

|  |
| --- |
| Maximum 50 words |

1. Please state the key points of your complaint precisely using the following headings. Note an incomplete entry may not be considered.

|  |
| --- |
| 1. What are the underlying facts, including key dates?
2. What do you think was done wrong? (It will help your case if you can point to a University of Cambridge policy which has been contravened or a general principle which has been broken.)
3. What were the consequences?
 |

1. Please provide
	* A summary of evidence which supports your complaint
	* Please provide a numbered list of any supporting documents you are submitting in evidence. Any such documents should be provided in the order set out in this list.

|  |
| --- |
| Maximum 500 words |

1. Please state what steps you have taken to resolve the issue at Stage One (i.e. informally with the programme admissions office):

|  |
| --- |
| Maximum 250 words |

1. Please state the outcomes that you are seeking

|  |
| --- |
|  |

## Applicant declaration

**I confirm that:**

* I understand that the University may need to process personal details about me, which could include sensitive information, in order to investigate my admission complaint.
* I understand that the University may need to exchange information about my admission complaint within the University and Colleges in order to resolve the matters under complaint.
* The information I have given on this form is true, correct and complete to the best of my knowledge.

By signing this document, I am agreeing to the above conditions.

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Print name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**