



Assiut University



Accredited Faculty by the National Authority for
Quality Assurance of Education and Accreditation

Complaints Mechanics

- Make an announcement about the opening of the door for complaints
- The result of the June exam of each year for sixty days
- The student writes a complaints request to the Student Affairs Department and pays the fees prescribed for each subject
- Collecting student's complaints requests for each group separately
- Set an appointment to show students each student's answer sheet
- Inform each of the responsables (head of group control/ and the person teaching the subject) of the time to view the answer sheet
- Form a committee composed of
 - College Vice Dean for Education and Student Affairs
 - Chairman of the band grades monitoring committee
 - Professor subject
 - Director of Student Affairs
 - In the presence of the complaining student in the course
- Preparing records for the aforementioned committee meeting to review the answer sheet and write a report whether the student has a right to the grades, or that the student has no right to the grades.

- The student will be informed of the result of the review report, it will be signed by the student, and the fees will be refunded in the event that there was an error in monitoring grades.