Reporting an Incident Form

The Reporting an Incident Form is used to report matters of alleged misconduct to the [Registry](mailto:conduct@nulondon.ac.uk). Please read the [Disciplinary Procedure for Students](https://www.nulondon.ac.uk/academic-handbook/policies-and-procedures/general/student-welfare/disciplinary-procedure-for-students/) before submitting this form.

Please refer to the [Complaints Procedure for Students](https://www.nulondon.ac.uk/academic-handbook/policies-and-procedures/general/student-welfare/complaints-procedure-for-students/) to raise complaints regarding academic/facility provisions or complaints about staff behaviour.

# Type of Incident

|  |  |
| --- | --- |
| **Please select all that apply:** | **Tick** |
| Incidents about the Student Union |  |
| Incidents about interactions with (an) other student in residences |  |
| Incidents about the behaviour of a student |  |
| Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |

# Breach of Policy (if applicable)

|  |  |
| --- | --- |
| **For incidents regarding a suspected breach of University policy, please tick the relevant policy below::** | **Tick** |
| Acceptable Use for Student (IT) Policy |  |
| Bullying, and Harassment and Sexual Misconduct Policy |  |
| Code of Practice on Freedom of Speech |  |
| Internal Communications Policy |  |
| Equality, Diversity, and Inclusion Policy |  |
| Library Fines Policy |  |
| Misuse of Substances Statement |  |
| Safeguarding Policy |  |
| None |  |

# Personal Details

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title** |  | **First Name(s)** |  | |
| **Family Names** |  | | | |
| **University ID** |  | | | |
| **Programme** |  | | | |
| **Programme Start Date** |  | | **Level of Study** |  |
| **Daytime Phone Number** |  | | | |
| **University Email Address** |  | | | |

# Incident Details

|  |  |
| --- | --- |
| **Person or persons against whom the allegations of misconduct are made (*if applicable*):** | |
|  | |
| **Dates, times and location of the incident and its reporting:** | |
|  | |
| **The nature and frequency of any misconduct (if applicable):** | |
|  | |
| **Witnesses who observed the incident and/or others made aware of the incident:** | |
|  | |
| **Actions taken to deter or resolve the incident:** | |
|  | |
| **Any substantiating documentation/evidence (list the evidence you are submitting):** | |
| *1* | *Email from xx and response* |
| **Other information:** | |
|  | |
| **What resolution are you seeking (this may not always be applicable or possible):** | |
|  | |
|  | |
| Declaration  *I declare that the information given in this Form is a true statement of the facts and that I would be willing, if required, to answer further questions related to it.*  *I also agree (in accordance with the General Data Protection Regulation) to this form being held on file by the Registrar.*  Signed: ………………………………………………………………….  Date: ……………………………………………………………………. | |

# Additional Details

The completed form should be submitted to Registry, who will log and acknowledge receipt. **Please ensure you keep a copy of this Form for your own record.**

# Version History

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title: Reporting an Incident Form**  **Approved by: Quality Team**  **Location: Academic Handbook/ Policies and Procedures/ General/ Student Welfare** | | | | |
| **Version number** | **Date approved** | **Date published** | **Owner** | **Proposed next review date** |
| 23.3.0 | October 2023 | October 2023 | Head of Registry | September 2025 |
| 22.2.1 | March 2023 | March 2023 | Head of Registry | September 2024 |
| *Version numbering system revised in March 2023* | | | | |
| 2.0 | November 2022 | November 2022 | Head of Registry | September 2024 |
| 1.0 | September 2020 | September 2020 | Head of Registry | September 2022 |
|  | | | | |
| Referenced documents | Complaints Procedure for Students; Disciplinary Procedure for Students. | | | |
| External Reference Point(s) | None | | | |