|  |
| --- |
| Student Disciplinary Report Form for StaffThings to note:* Please consider seeking support if you have been impacted by the behaviour you are reporting.
* Only members of staff can submit a student disciplinary report form.
* You can contact Registry for guidance on studentconduct@hud.ac.uk
 |

|  |
| --- |
| Section 1 – Student InformationIf you are reporting multiple students for the same incident, please fully complete each form for each individual student. Please note that due to GDPR, details of the other individual(s) should not be shared in this referral document. |

|  |  |
| --- | --- |
| Surname/Family Name |       |
| First Name(s) |       |
| Student ID Number |       |
| School | Please select from the drop down menu |

|  |
| --- |
| Section 2 – Incident InformationPlease give full details of the incident and explain why the incident should be considered under the Student Disciplinary Regulations. |

|  |
| --- |
| Date: Time:Location:Details: **If you are attaching supporting evidence to this completed form, please indicate** [ ]  |

|  |
| --- |
| Section 3 - Other witnessesPlease give details of any other witness to the incident. |

|  |
| --- |
|       |

|  |
| --- |
| Section 4 – Impact of incidentPlease give brief details of any impact of the incident to those who witnessed it, if available. This could be brief statement of the impact on the student who reported the incident or a brief statement from a member of staff who witnessed the incident. |

|  |
| --- |
|       |

|  |
| --- |
| Section 4 – your details |

|  |  |
| --- | --- |
| Name:      Email:Position: | Date:       |

|  |
| --- |
| Section 5 – Staff member declaration |

|  |
| --- |
| I confirm I am making this referral as I have directly witnessed the misconduct  |[ ]

Please submit the form and evidence by email, as attachment, to the relevant School Manager:

Applied Sciences: Sapp-admin-support@hud.ac.uk

Arts and Humanities: SAH.Complaints@hud.ac.uk

Computing & Engineering: SCE.Dean@hud.ac.uk

Business, Education & Law: E.chiu@hud.ac.uk

Human & Health Sciences: Hhs-deansofficesupport@hud.ac.uk