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| Student Disciplinary Report Form(This form is for students to us to report student activity or behaviour which may breach the University [Community Code of Conduct](https://www.hud.ac.uk/policies/registry/regs-taught/code-of-conduct/#:~:text=You%20should%20be%20respectful%20and,classes%20and%20meetings%20on%20time.)) Things to note:   * Please consider seeking support if you have been impacted by the behaviour you are reporting. There is available support from [Students’ union advice centre](https://www.huddersfieldsu.co.uk/advice) and the university also has it [Wellbeing service](https://students.hud.ac.uk/help/wellbeing/). * You can contact Registry for guidance on [studentconduct@hud.ac.uk](mailto:studentconduct@hud.ac.uk) |

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| Section 1 – Student Information If 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. |

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| Details of the student you are reporting | |
| Surname/Family Name |  |
| First Name(s) |  |
| Student ID Number |  |
| School | Please select from the drop down menu |

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

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

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

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| Section 4 – Impact of incident Please 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. |

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| Section 4 – your details Please note we cannot accept anonymous allegations, however it may be possible for us to anonymise or redact allegations if you do not want the person to know who made the complaint. We cannot guarantee to protect anonymity in all cases. If you decide you do not wish to pursue this route and/or you require any advice or support, please contact the below services as appropriate:   * The [Students’ Union](https://www.huddersfieldsu.co.uk/advice) who provide free, independent, confidential and impartial advice to everyone on their rights and responsibilities either by telephone 01484 473446 or email [advice-centre@hud.ac.uk](mailto:advice-centre@hud.ac.uk) * The Wellbeing support website to seek specific support or contact the wellbeing team for support on [studentwellbeing@hud.ac.uk](mailto:studentwellbeing@hud.ac.uk) * Access the University’s online support network at home or on campus, [Togetherall.](https://students.hud.ac.uk/help/wellbeing/247support/togetherall/) This service is available 24 hours a day. |

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| Name:  Email: | Date: |

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| Section 5 – Declaration |

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| 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: [v.l.constantine@hud.ac.uk](mailto:v.l.constantine@hud.ac.uk)

Arts and Humanities: [h.a.stephens@hud.ac.uk](mailto:h.a.stephens@hud.ac.uk)

Computing & Engineering: [s.mccash@hud.ac.uk](mailto:s.mccash@hud.ac.uk)

Education & Professional Development: [a.j.thompson@hud.ac.uk](mailto:a.j.thompson@hud.ac.uk)

Huddersfield Business School: [e.chiu@hud.ac.uk](mailto:e.chiu@hud.ac.uk)

Human & Health Sciences: [t.a.moore@hud.ac.uk](mailto:t.a.moore@hud.ac.uk)

You will receive a confirmation that we have receive your allegation. We take all allegations seriously and will investigate thoroughly. Please be aware that due to GDPR you will not receive the outcome of the investigation, however you will receive notice of when the case is closed.