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| Student Disciplinary Report Form (This form is for students to use 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
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| 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. |

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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(s) InformationPlease give full details of the incident(s) including, date, time, location.  |

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| Date: Time:Location:Details:  |

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

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| Section 4 – Impact of incidentPlease give brief details of any impact of the incident to those who witnessed/experienced it, if available.  |

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| Section 5 – Supporting InformationPlease use this section to detail/list any information you would like to be considered alongside your statement e.g. screenshots, emails etc. Please attach this evidence in the email with this form.  |

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| Section 6 – your detailsPlease note we cannot normally 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 by email 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
* 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:Student ID: Course:  | Date:       |

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| Section 7 – Declaration |

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

 **Referral Information**

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

For more serious of cases misconduct such as hate crime or sexual violence/harassment, refer to Registry studentconduct@hud.ac.uk

You will receive a confirmation that we have received 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.