**RVC Student Misconduct Reporting Form**

**Important please read this section carefully before submitting your report.**

This form is for use only in making a report about non-academic student behaviour or misconduct which breaches the RVC Student Charter and the RVC Student Misconduct Procedure. Reports may be brought by students, staff, or members of the public.

Where possible and if appropriate, we encourage those making a report to try and resolve all matters that they are concerned about informally under local resolution.

You can seek advice and support from the RVC Advice Centre. This includes support with completing this form and any emotional or practical support that you may need as a result of the incident/misconduct being reported.

This form should be used if:

* You have not been able to resolve the issue directly with the area/person responsible.
* You are a student or staff member wishing to make a report about another students’ breach of behaviours.
* You are a member of public wishing to report an RVC student in relation to a breach of behaviours.

**Completing the Form**

Before completing this form, please read the [RVC Student Misconduct Procedure](https://www.rvc.ac.uk/Media/Default/About/Academic%20Quality%2C%20Regulations%20and%20Procedures/Further%20Student%20Policies%20and%20Procedures/M001%20-%20The%20RVC%20Student%20Misconduct%20Procedure.pdf).

To report Misconduct, please fill out the form below and return to studentconduct@rvc.ac.uk along with your documented evidence.

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| **Your details**  |
| Full name:  |  |
| Please state if you are astudent/ staff member of the RVC or a member of the public. |  |
| Staff title and role or RVC Student ID Number: | *N/A for external reports* |
| Programme of study  | *For RVC students only* |
| Contact email: | *If a student or staff member, please provide your RVC email address* |
| **Details of the person(s) you are reporting** |
| Student/s Name: |  |
| Student/s ID Number: |  |
| Date(s) of incident: | *If preferable, you can provide a timeline of events* |
| **Please outline your attempts to resolve the issue(s) with the reported person.** *If you have tried to resolve the issue with the reported person(s) in any way, please tell us about what efforts you have made and what issues remain unresolved. (200 words max).*  |
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| **Please tell us what has happened?** *Please explain what happened in full, including any background information, such as:** Names of the reported student(s) or witness(es)
* Location
* Dates and times
* Written account of the incident(s)

*Please send us copies of relevant supporting correspondence or documents. Be aware that any relevant material will need to be shared with the reported student to enable them to respond to the allegation being made.*  |
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| **If the conduct, you are reporting could constitute serious criminal conduct have you reported this to the police?**  |
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| **If yes, please provide a police reference number and whether the case is still ongoing and/or what the outcome was.** |
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| **Please let us know in a few words the resolution you are seeking.**  |
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| **Supporting Evidence:***(Please list any documents which have been attached)* |  |
| **Any Other Comments:** |  |
| **Declaration**  | I have read and understood the Student Misconduct Procedure. The information I have given on this form is true and complete to the best of my knowledge.I accept the information I have submitted will be shared with the reported person(s) unless I give reasons to why it should be kept anonymous.  |
| **Signed:**  |  |
| **Date:** Please enter date you completed the form |  |