**Student Discipline Allegation Form**
Once the form is received you will be invited to a meeting to discuss your allegation further. Please be aware that should you choose to pursue the matter through the student discipline process the details contained below will normally be released to the student you are making an allegation against so they can respond to your allegation in full.

|  |  |
| --- | --- |
| **Your Name and Student ID** |  |
| **Name(s) of any student(s) you are making an allegation against**Please include their student ID number, University username or programme name (if known). |  |
| **What has happened**If known include:- date, time and location- your relationship with the people involved- who else was there- who you have told  |  |
| **Names of any witnesses (if applicable)**We will check that all witnesses consent to being involved. Please include their Student ID or contact details. |  |
| **Any other relevant information**For example, do you attend any classes that include the student you are making an allegation against  |  |

**Referral to the Wellbeing Team**

On receipt of this allegation form The Student Discipline Team will refer you to the Wellbeing Team for support. Details of your allegation will not be shared.
**If you do not want to be referred to the wellbeing team, please check this box:**

[ ]

**Declaration**

Please sign below to indicate that the information you have given is true to the best of your knowledge and that you understand that this documentation plus any evidence submitted will be shared with the student against whom you are making an allegation, the disciplinary hearing panel and any appropriate third parties as necessary in the interests of natural justice.

|  |  |
| --- | --- |
| **Signed** (Sign or type full name) |  |
| **Date** |  |

Your case will be administered as according to the University’s [Regulations Governing Student Discipline.pdf (southampton.ac.uk)](https://www.southampton.ac.uk/~assets/doc/calendar/Regulations%20Governing%20Student%20Discipline.pdf) Please return your completed form to the Student Discipline Team (student.discipline@soton.ac.uk) or the Report and Support team (reportandsupport@soton.ac.uk). If you have any questions, please don’t hesitate to contact either team and we will be happy to have an informal discussion with you.

Free, independent, and confidential advice can also be sought from the Students’ Union Advice centre (advice@susu.org).