Student Discipline Allegation Form

You should complete an allegation form when you believe a breach of the regulations governing Student Discipline has occurred. [Regulations Governing Student Discipline.pdf (southampton.ac.uk)](https://www.southampton.ac.uk/~assets/doc/calendar/Regulations%20Governing%20Student%20Discipline.pdf) A list of examples of misconduct can be found here

If you are a student, you will be called the *Reporting Student*, and the student whom you are alleging misconduct will be called the *Responding Student*.

## Raising an Allegation: Making an allegation in line with the Regulations Governing Student Discipline

To raise an allegation against a student you should complete this form giving as much detail as possible and send it to [studdisc@soton.ac.uk](mailto:studdisc@soton.ac.uk)

Once the form has been received, you will be invited to meet someone from the Student Discipline Team who will outline the process. You will not need to go into further details about your allegation at this point. After that, an investigation will start, and the investigator will ask to meet you to discuss your allegation further. The investigator will normally only need to hear your account once. You are welcome to bring a friend (the regulations specify that they need to be a member of the university community and any exception must be by prior agreement] or SUSU Student Advisor to any meeting.

Please be aware that the details contained below will be released to the student you are making an allegation against, so that they can respond to your allegation in full. Please ensure the information contained within your statement is factual and as detailed as possible.

# Section 1: Personal Details and Allegation

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| **Your name: (Reporting Student)** |  |
| **Your student ID number:**  *Your student number will be removed from this form before sending to the Responding Student, but please include it on this form to enable the Student Discipline team to be able to identify you appropriately*  *If you are not a current student, leave this field blank.* |  |
| **Student(s) name who you are making an allegation against: (Responding Student)** |  |
| **Responding Student(s) ID Number (if known):**  *If you do not know the student number of the Responding Student, please list any known email address, home address, mobile number, course name, or any identifying information as this will help us to identify them*. |  |
| **Names and student IDs of any witnesses:**  *A witness is someone who has information, usually through something they have observed, that will help any investigation. If you are telling us about a witness let us know what it is they witnessed. This account can be short. It will help us understand how individual witnesses feature, when to approach them and so helps inform the investigation. If the witness is a student, their student numbers will also be removed from the form before it is sent to the Responding Student* |  |
| **Nature of Allegation:**  *This should be your recollection of the full circumstances of the allegation. Consider the very first incident that occurred and write down everything that has happened in chronological order. Please include every detail no matter how small.*  *You are welcome to write this out in a separate document if that would be easier.*  *Please try to recall times and dates if possible. If you cannot recall specifics please do not worry, just let us know in as much detail as you can exactly what happened.*  *You may also wish to consider setting out the background which led up to the incident (s), or any issues that have arisen since. Please include how this incident made you feel at the time.*  *Please indicate whether the matter has been reported to the Police or any other service provision internally or externally to the University*  *If you have trouble recalling or if you aren’t sure about something, don’t worry, just set down as much as you can, and the Student Discipline team will help you with the next steps. If the case is allocated to an investigator, the investigator will normally meet with you and will always consider collecting further information from you.* |  |

# Section 2: Evidence about the Allegation

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| **Evidence of incident(s):**  *Please list here any evidence that you have that is relevant to this investigation and attach it when you submit this form. If you are aware of other evidence that exists, and this is not in your possession, please indicate what that evidence is, and where it may be found.*  *Relevant evidence may include screenshots of any social media messages or photos taken at the time of the incident. If the incident had an impact on you, medical letters indicating this, or conversations you had with others about the incident could be relevant.*  *If you aren’t sure what to include, don’t worry as this will be considered as part of the investigation.* |  |
| **Mitigating Circumstances:**  *In this section please outline any factor that you are aware of that may be mitigating circumstances in relation to this allegation. This may be something that you are aware of, which may mitigate the seriousness, for example the mental health of the responding student.* |  |

# Section 3: Impact on you

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| **Impact**  *Please tell us in this section what impact the alleged behaviour has had on you. How has this made you feel? How has this behaviour impacted on your own well-being? Has it changed any of your actions?*  *Please remember that we will normally share all the details you supply on the allegation form with the responding student in the interests of fairness and natural justice. If, however you would wish to keep anything in this section confidential, such as for example an issue with your health and well-being we shall remove this from the form sent to the Responding Student. Please indicate anything to us in this section that you would wish to remain confidential.* |  |

# Section 4: Your expectations

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| **Your expectations:**  *What would you like to see achieved through this process? Please consider what action you would like to see the investigation team take. What outcome would you like to see this process achieve? What do you want the Responding Student to learn from this process?*  *Please consider the Student Discipline Regulations - Example of Sanctions* |  |

# Section 5: Declaration

Please sign (or indicate you have signed electronically by stating ‘signed by email’) and date below to declare 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.

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| Signed |  | Date |  |