****

**LEVEL 1**

**ALLEGATION OF STUDENT MISCONDUCT FORM**

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| --- |
| **Please ensure that you have read and understood the Student Code of Conduct and the Student Conduct Procedure available at:** [**https://registry.southwales.ac.uk/student-regulations/student-conduct/**](https://registry.southwales.ac.uk/student-regulations/student-conduct/)**This form should be submitted to the Student Casework Unit via:** **studentcasework@southwales.ac.uk** |

**YOUR DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Surname:** |  | **First Name(s):** |  |
| **Student number:** | *Students only* | **Job Title:** | *Staff only* |
| **Email address:** |  |
| **Telephone Number:** |  |

**DETAILS OF STUDENT AGAINST WHOM ALLEGATIONS ARE BEING MADE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Surname:** |  | **First Name(s):** |  |
| **Course:** | *If known* | **Student number:** |  |

**DETAILS OF THE ALLEGED MISCONDUCT**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date of incident:** |  | **Time of incident:** |  |
| **Location:** | *e.g. did the alleged misconduct take place on a university campus* |

|  |
| --- |
| **Description of incident:** |
|  |

**EVIDENCE**

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| --- |
| **Evidence attached in support of your complaint** |
| **Type of evidence:** | **Date of evidence:** |
| *e.g. letter, e-mail, screenshot, written statement* |  |
| *e.g. letter, e-mail, screenshot, written statement* |  |
| *e.g. letter, e-mail, screenshot, written statement* |  |
| *e.g. letter, e-mail, screenshot, written statement* |  |
| *e.g. letter, e-mail, screenshot, written statement* |  |

**DETAILS OF POSSIBLE WITNESSES**

|  |  |  |  |
| --- | --- | --- | --- |
| **Surname:** |  | **First Name(s):** |  |
| **Contact Details:** |  | **Is the witness a student at University of South Wales:** | YES ☐ NO ☐ |

|  |  |  |  |
| --- | --- | --- | --- |
| **Surname:** |  | **First Name(s):** |  |
| **Contact Details:** |  | **Is the witness a student at University of South Wales:** | YES ☐ NO ☐ |

**DETAILS OF ANY ACTION ALREADY TAKEN**

|  |
| --- |
| **In addition to this form what actions have you taken in relation to this matter:** |
|  |

**SPECIFIC REQUIREMENTS**

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| --- |
| **Please outline any specific requirements you have for which reasonable adjustments may be needed:** |
| *For example, please note if you require correspondence to be in a specific font and/or size or if you have mobility difficulties that will require interviews to be held in a wheelchair accessible area.* |

**DECLARATION**

|  |
| --- |
| **I declare that the information given above, and any attached corroborating evidence, is accurate and true to the best of my knowledge.****I understand that this form, and the evidence submitted with it, will constitute part of the full case file, which will be made available to appropriate parties on request and shared in line with the relevant Communication Plan[[1]](#footnote-1)[1] and Privacy/Fair Processing Notice[[2]](#footnote-2)[2].** |
| **Signed:** |  | **Date:** |  |

1. [1] Communication plans for each area of casework can be found here: https://registry.southwales.ac.uk/student-regulations/student-conduct/ [↑](#footnote-ref-1)
2. [2] <http://uso.southwales.ac.uk/ig/dp/> [↑](#footnote-ref-2)