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**STAGE 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/>**This form should be submitted to the Student Casework Unit via:** **studentcasework@southwales.ac.uk** |

**YOUR DETAILS**

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| --- | --- | --- | --- |
| **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**

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

**DETAILS OF THE ALLEGED MISCONDUCT**

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

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| **Description of incident:** |
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| **Please tick the boxes that you believe best describes the allegation of misconduct:** |

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| **6.3.1 Physical misconduct:** |
| Punching | **☐** |
| Kicking | **☐** |
| Slapping | **☐** |
| Biting | **☐** |
| Pulling hair | **☐** |
| Pushing/shoving | **☐** |

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| **6.3.2 Sexual misconduct:** |
| Engaging, or attempting to engage in sexual intercourse or a sexual act without consent | **☐** |
| Sharing private sexual materials of a sexual nature without consent | **☐** |
| Kissing and/or touching inappropriately without consent | **☐** |
| Inappropriately showing sexual organs to another person | **☐** |
| Repeatedly following another person without good reason | **☐** |
| Making unwanted remarks of a sexual nature | **☐** |

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| **6.3.3 Abusive behaviour:** |
| Threats to hurt another person | **☐** |
| Engaging in any activity or behaviour which contravenes the University's Strategic Equality Plan or Dignity at Study/Dignity at Work policies | **☐** |
| Acting in an intimidating and hostile manner | **☐** |
| Malicious or vexatious allegations against other members of the University community | **☐** |
| Use of inappropriate language | **☐** |
| Repeatedly contacting another person (by phone, email , text or on social networking sites) against the wishes of the other person | **☐** |

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| **6.3.4 Damage to property:** |
| Causing damage to University property or property of other students, staff or visitors | **☐** |

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| **6.3.5 Unauthorised taking or use of property:** |
| Unauthorised entry or unauthorised use of University premises | **☐** |
| Misuse of University property | **☐** |
| Purchase or order goods on behalf of the University without due authorisation | **☐** |

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| **6.3.6 Causing a health of safety concern:** |
| Act/omission that did cause or could have caused serious harm on University premises or during University activities | **☐** |
| Act/omission that did cause or could have caused a health and safety concern on University premises or during University activities | **☐** |
| Carrying potential weapons, for example knives, whilst on a university campus. | **☐** |

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| **6.3.7 Operational obstruction** |
| Acts/omissions/statements intended to deceive the University | **☐** |
| Disruption of the activities of the University on University premises or elsewhere | **☐** |
| Disruption of the functions, duties or activities of any student or employee of the University or any authorised visitor to the University | **☐** |
| Bribe or attempt to bribe a member of University staff | **☐** |
| Improper interference with the activities of the University on University premises or elsewhere | **☐** |
| Improper interference with the functions, duties or activities of any student, employee or authorised visitor to the University | **☐** |
| Fail to comply with the reasonable request of an authorised individual | **☐** |
| Fail to give their name and address to an officer or employee of the University when reasonably requested to do so by such officer or employee in the course of their duties | **☐** |
| Fail to rectify behaviour that has been subject to any disciplinary actions under the University’s regulations | **☐** |

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| **6.3.8 Reputational damage:** |
| Behaviour which has caused our could have caused damage to the reputation of the University | **☐** |

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| **6.3.9 Issues specific to the country of study** |
| This includes, but is not limited to, failure to comply with the laws of the country of study and failure to comply with policies or regulations, including rules as may be imposed by management in relation to the use of shared or campus facilities | **☐** |

**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**

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

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

**DETAILS OF ANY ACTION ALREADY TAKEN**

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| **In addition to this form what actions have you taken in relation to this matter:** |
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**SPECIFIC REQUIREMENTS – SUPPORT FOR STUDENTS WITH A DISABILITY**

The Student Casework Unit is committed to providing an inclusive service to all our students. We recognise that bringing forward a formal complaint may be a very stressful time. There are a number of ways in which the University can support you through its casework procedures. Please see <https://registry.southwales.ac.uk/student-regulations/> - Support for Students with Disabilities for more information.

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| **If you have a disability that you wish us to take into account, please indicate below.**  |
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We will contact our Disability Service and/or our Wellbeing Service to establish if you are registered with them. If you are not registered, then we may need to ask you for evidence of your disability.

**DECLARATION**

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| **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)