**Incident Report Form**

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| **Please complete this form in full and send it to** [**studentconduct@essex.ac.uk**](mailto:studentconduct@essex.ac.uk) |

This form should be used by staff or students to report to the Student Progress Team (Student Conduct) any alleged breaches **by students** of Student Conduct Regulations.

Please complete this form with as much detail as possible, but only include information known to you personally. If you are not able to answer a question in this form, please write “unknown”, “unsure” or “not applicable”. If handwriting this form, please use **black ink**.

Once completed, please send the form as soon as you can to [studentconduct@essex.ac.uk](mailto:studentconduct@essex.ac.uk) as an attachment (either a Word document or a PDF). If you are unable to submit it by email, you can print this form and hand it in at the [Student Services Hub](https://www.essex.ac.uk/student/advice-and-support) on your campus.

**If you believe the incident may also constitute a crime you are strongly encouraged to also** [**report the incident to the Police**](https://www.essex.ac.uk/student/report/reporting-a-crime)**. In an emergency, you can telephone ‘999’ and ask for the police. Otherwise, telephone 101 or report online via the Essex Police Website (**[**https://www.essex.police.uk/ro/report/ocr/af/how-to-report-a-crime/**](https://www.essex.police.uk/ro/report/ocr/af/how-to-report-a-crime/)**).**

**What happens next?**

You will receive confirmation from the Student Progress Team (Student Conduct) when your incident report form has been received. All allegations are considered seriously and action will always be taken where it is possible to do so.

Upon review of the report, you may be asked for more information or invited to discuss the incident with a Conduct Investigator. The Conduct Investigator will be responsible for investigating the alleged beaches of the Code of Student Conduct, and has the power to impose a range of penalties should they determine that there has been a breach. Whilst an investigation is underway a temporary order may be imposed where it is considered to be in your best interests or when it is considered necessary to protect the interests on the University and the members of its community.

We aim to complete the conduct proceedings as quickly as possible and to not take longer than 40 working days from the date that the accused student is informed of the complaint. We will keep you informed of the progress and the eventual outcome of the investigation.

More information on what happens next, and access to the Code, can be found on the [University website](https://www.essex.ac.uk/student/values/code-of-student-conduct).

**Sexual Violence, Harassment, Hate Incidents & Bullying**

The University has a zero-tolerance approach to sexual violence, harassment, hate incidents and bullying. All staff, students, and visitors to our campus can submit a report anonymously, and access support via the [Report & Support](https://reportandsupport.essex.ac.uk/support/category/policy-and-guidance) system.

More information about the University’s commitments to Equality, diversity and inclusion, including our zero tolerance approach to harassment and bullying, can be found on our website at [www.essex.ac.uk/information/equality-and-diversity](http://www.essex.ac.uk/information/equality-and-diversity).

**Advice, Guidance & Support**

If you have any questions about this form or the Code of Student Conduct, please contact the Student Progress Team (Student Conduct) by email at [studentconduct@essex.ac.uk](mailto:studentconduct@essex.ac.uk)

All students involved in procedures under this Code can obtain confidential advice and assistance from the [Student Wellbeing and Inclusivity Service](https://www.essex.ac.uk/student/professional-services/student-wellbeing-and-inclusivity-team), by email at [wellbe@essex.ac.uk](mailto:wellbe@essex.ac.uk) or by telephone on 01206 873133.

Students can also obtain confidential, independent and impartial advice from their Students’ Union via [SU Advice](https://www.essexstudent.com/advice/), who are able to provide you with a named advisor who will meet with you, and can support and guide you throughout the process. Please visit their website at [www.essexstudent.com/advice](http://www.essexstudent.com/advice) for contact information and opening hours on your campus.

# Section 1: Your Personal Details (person completing this form)

|  |  |
| --- | --- |
| **PRID / Registration Number** |  |

|  |  |
| --- | --- |
| **Title** |  |
| **First Name** |  | |
| **Surname** |  | |
| **Contact Telephone** |  | |
| **Contact Email** |  | |
| **Correspondence Address** |  | |

|  |  |
| --- | --- |
| **Department / School** |  |
| **Campus** |  |
| **Course** |  |

# Section 2: Reporting the Incident

|  |  |
| --- | --- |
| **Were you the victim of the misconduct or are you reporting an incident you witnessed?** |  |
| **When did the incident take place?**  Please provide a date and time. |  |
| **Where did the incident take place?** |  |

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| --- |
| **Details of the incident**  Please state the details of the incident(s) that you wish to report or why you believe a breach of the Student Conduct Regulations has occurred. Please give as much information as possible including times, dates, locations and the names of persons present. If possible, please quote direct speech using the actual words spoken by all parties involved (e.g. X said “Give me all your money” so I replied “I don’t have any”). |
|  |

# Named Students:

Please provide below as many details as possible relating to the student or students that you believe is/are responsible for the alleged breach of Student Conduct Regulations.

Student 1:

|  |  |
| --- | --- |
| **Title** |  |
| **First Name** |  | |
| **Surname** |  | |
| **Department / School** |  | |
| **Course** |  | |
| **PRID / Registration Number** |  | |

Student 2:

|  |  |
| --- | --- |
| **Title** |  |
| **First Name** |  | |
| **Surname** |  | |
| **Department / School** |  | |
| **Course** |  | |
| **PRID / Registration Number** |  | |

Student 3:

|  |  |
| --- | --- |
| **Title** |  |
| **First Name** |  | |
| **Surname** |  | |
| **Department / School** |  | |
| **Course** |  | |
| **PRID / Registration Number** |  | |

Student 4:

|  |  |
| --- | --- |
| **Title** |  |
| **First Name** |  | |
| **Surname** |  | |
| **Department / School** |  | |
| **Course** |  | |
| **PRID / Registration Number** |  | |

If more than 4 students were involved, please provide the details of the additional students in [Section 4](#_Section_5:_Any) below.

# Witnesses:

Please provide details of any, and all known witnesses to the incident(s). A witness is defined as someone who saw or heard some or all the incident(s) complained of or has some first-hand knowledge of the events.

Witness 1:

|  |  |
| --- | --- |
| **Title** |  |
| **First Name** |  | |
| **Surname** |  | |
| **Department / School** |  | |
| **Course** |  | |
| **PRID / Registration Number** |  | |

Witness 2:

|  |  |
| --- | --- |
| **Title** |  |
| **First Name** |  | |
| **Surname** |  | |
| **Department / School** |  | |
| **Course** |  | |
| **PRID / Registration Number** |  | |

Witness 3:

|  |  |
| --- | --- |
| **Title** |  |
| **First Name** |  | |
| **Surname** |  | |
| **Department / School** |  | |
| **Course** |  | |
| **PRID / Registration Number** |  | |

Witness 4:

|  |  |
| --- | --- |
| **Title** |  |
| **First Name** |  | |
| **Surname** |  | |
| **Department / School** |  | |
| **Course** |  | |
| **PRID / Registration Number** |  | |

If there are more than 4 witnesses, please provide the details of the additional witnesses in [Section 4](#_Section_5:_Any) below.

**Supporting Evidence:**

If you can, you should provide any evidence that confirms that the incident took place. All evidence will be treated in the strictest of confidence and original documents will be returned to you.

Suitable evidence may include photographs or videos, copies of messages or emails etc.

|  |  |  |
| --- | --- | --- |
| Do you have any material evidence (e.g. photographs, text messages, emails, etc.) that may support your complaint? | Yes |  |
| No |  |

|  |
| --- |
| If you are providing evidence of the incident, please provide a list of the evidence that you are providing and a short summary of what the evidence will demonstrate: |
|  |

Please email your supporting evidence to us at [studentconduct@essex.ac.uk](mailto:studentconduct@essex.ac.uk)

# Section 3: Reporting the Incident Elsewhere

|  |
| --- |
| Please let us know if you have reported this incident to any other Department, School or Service at the University: |
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| Please let us know if you have reported this incident to any external agent or service, such as the Police: |
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# Section 4: Any Additional Information

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| Please provide any additional information that has not already been included. This may include additional students to report, additional witnesses or anything else that you wish to disclose about this matter. |
|  |

# Section 5: Declaration & Signature

|  |  |
| --- | --- |
| By signing this form I declare that the information given in this form is true to the best of my knowledge. |  |

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| --- | --- |
| **Signature:** |  |
| **Date Form Submitted:** |  |

*If you send the form as an email attachment, please type ‘submitted electronically’ in the signature box.*