

**Student Misconduct Complaint Form (Effective from 18 September 2025)**

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| This form is for use by a current student of the University, or a member of University staff, who wishes to complain about the conduct or behaviour of a current student(s) of the University. Before completing this form, you are strongly encouraged to read the following documents:* **Student Disciplinary Regulations**
* **Guide on the process to be followed**
* **Student Code of Conduct**

It is preferred that you submit this form in typed format, although the form can be downloaded and handwritten if necessary. The form can be submitted via email, post or hand delivered (please see last page for details). If submitting this form via email, please remember to attach any documentary evidence. If submitting in paper format please attach any documentary evidence on separate sheet(s), clearly labelled. Please note that documents supplied as part of your Complaint will not be returned. You should complete all relevant sections as any omissions may result in a delay with your Complaint being processed.     |

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| **1.     PERSONAL DETAILS** |
| **Name:** |       |
| **Student or Staff Number:***You will find this on your Student or Staff Card.* |       |
| **Address for Correspondence:***This is the address that Student Casework Office will use to communicate with you regarding your Complaint.* |       |
| **Telephone Number:***Please provide the best number to contact you on.* |  |
| **Contact Email Address:** |       |
| **Disability or Learning Difficulty:** *Should you have any specific requirements relating to a disability or specific learning difficulty please indicate any adjustments you feel you need to access this process.*  |       |
| **School:** |  |
| **Course of Study** *(if applicable)****:*** |  |

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| **2.    DETAILS ABOUT THE STUDENT(S) YOU ARE COMPLAINING ABOUT** |
| **Name(s):** |       |
| **School(s)** *(if known)***:** |       |
| **Course of Study(s)** *(if known)***:** |       |
| **Please provide any further information in relation to the individual(s) that may assist in the University in identifying the student(s):** |       |

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| **3. NATURE OF YOUR COMPLAINT** |
| We understand that it may be difficult to discuss what happened and to remember everything but, where possible, please explain your complaint, in chronological order, including the following information (please continue on a separate sheet if you need to and number the pages clearly):* What happened (factual details)
* Who was involved
* When the event(s) happened (give times/dates)
* Location of where the event(s) occurred
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| **Please list all the documents that you are attaching to support your Complaint:**Please ensure that you have enclosed any relevant evidence to help to consider your concerns fully. This should include evidence or other documentation relating to the concerns you are raising (for example, screen shots or copies of social media messages or text messages). **Please be aware that any evidence you provide may be shared with the student(s) that you are complaining about, and may also be required to be disclosed in the event that the matter is subject to criminal investigation by the Police, or any connected legal proceedings, or with other relevant parties related to the case*.*** |
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| **4.    ACTION TAKEN SO FAR**  |
| **Have you raised your complaint with any other organisation(s):** | [ ]  Yes [ ]  No |
| **If yes, who have you reported the matter to:** (*for example, the Police)* |       |
| **If you have reported the matter to the Police, please give the Crime Reference Number and the name of the Police Officer in charge:** |       |
| **Have the Police concluded their investigation:** | [ ]  Yes [ ]  No [ ]  N/A |
| **Please state any attempt you have made to resolve the matter with the student concerned or whether you have discussed this with a member of staff:** |       |

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| **5.    POTENTIAL WITNESS(ES)** |
| If you have any potential witnesses who you think it may be helpful to be contacted as part of any investigation, please provide their details. Providing witness details will mean that you authorise for them to be contacted about the matter you raised in Section 3 above. Please be aware that any information that the witnesses provide may be shared with the student you are complaining about**,** and may also be required to be disclosed in the event that the matter is subject to criminal investigation by the Police, or any connected legal proceedings, or with other relevant parties related to the case.  |
| **Name:** |       |
| **Contact Telephone Number:** |       |
| **Email Address:** |       |
| **Details of additional witnesses (please provide their details):** |       |

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| **6. OUTCOME SOUGHT** |
| Please indicate below what you consider would be a satisfactory outcome to your Complaint: |
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| **7. THE INVOLVEMENT OF AN ADVISER** |
| If you have sought advice from the Students’ Union or Student and/or Library Services please state the name of the person who provided you with advice:. |
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| Do you give permission for the University to discuss your case, provide documentation and copies of correspondence to you with the above person? Please indicate below. |
| [ ]  Yes [ ]  No The Student Casework Office is not able to provide documentation or communicate with the Students’ Union about your case without your consent. |

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| 8**.     PRIVACY NOTICE AND DECLARATION** |
| The Student Casework Office (SCO) will process personal data to facilitate and investigate your case and determine an outcome. This will include personal data provided by you in your application, and any correspondence between you and the SCO about your case. We may also access personal data from University systems, such as email correspondence and/or academic, attendance or health information. Personal data will be handled in confidence, and the SCO will only process personal data to the extent necessary to enable the proper administration of your case. However, where there are concerns regarding the welfare or safety of an individual, it may be necessary to share information with internal or external services to ensure the protection of those individuals. Our processing fulfils the core functions of the University as a public authority and is conducted in the public interest. As such we rely upon the public task lawful basis Article 6(1)(e) to conduct this processing, and where special category personal data is processed, ( Article 9(2)(g) ‘substantial public interest’.**Who we share data with:**We will share the information you provide with any individuals with other relevant staff required to process your application. This may include sharing your evidence to supplement additional investigation outside of the process, to ensure all appropriate follow-up actions are completed. We may also be required to share some information with potential witnesses in order to record their accounts and any additional evidence.Our insurance brokers and insurers may need to be notified where there is a possibility of a claim being raised against the University. We may need to share full details about your case which may include your application, and additional information about all involved parties.In addition, if you refer a case to the [Office of the Independent Adjudicator](http://www.oiahe.org.uk/), there may be a need to share personal data with them in order to respond accordingly. Further information regarding how the University will process your personal data can be found in the University’s [Student Privacy Notice](https://www.tees.ac.uk/sections/about/information_governance/privacy.cfm). I declare that:* the information provided on this Application form and any accompanying documentation is true to the best of my knowledge;
* I have read and understood how my personal data will be processed;
* where I have submitted personal data about a third party I have obtained written consent from that individual to share their personal data and have provided this with my Application or I have anonymised the Personal Data.
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| **Signed:** |       |
| **Dated:** |       |

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| **CHECKLIST** Before returning this form you are advised to check the following:* you have completed all relevant fields on this Application Form;
* you have fully and clearly stated what would be a satisfactory outcome;
* you have identified whether you have any specific requirements relating to a disability or specific learning difficulty (should you wish to discuss your requirements please contact the Student Casework Office);
* you have clearly labelled any accompanying sheets;
* you have included all relevant documentary evidence to support your case;
* where you have submitted personal data regarding a third party you have obtained written consent from that individual to share their personal data and have provided this with your Application, or you have anonymised the personal data.
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**TO SUBMIT YOUR COMPLAINT**

**Email:** sco@tees.ac.uk