Misconduct Incident Report Form

## Before completing this form

All alleged incidents of Misconduct should be reported to the Student Conduct Officer. This form must be completed by the member of staff even if the Student Conduct Officers were informed via email at conduct@londonmet.ac.uk or verbally in the first instance.

All staff are advised to access and familiarise themselves with the [Student Conduct Policy and Procedure](https://student.londonmet.ac.uk/your-studies/student-administration/rules-and-regulations/student-conduct/) of the academic year to which the allegation relates. Investigation will usually be completed within 20 days of the receipt of notice of the alleged misconduct. In complex matters the investigation may take longer.

The outcome of a misconduct case will not usually be disclosed as it is personal data about the student. However, in some cases, it may need to be disclosed to comply with other obligations, for example to an accrediting or professional body. In all cases you will be notified that the Student Conduct Officer has completed their investigation.

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| **Part A – Reporter’s details** | |
| Name: | |
| Job title (Staff member): | |
| Student name: | |
| Student Number: | |
| **Part B – Reported Student’s details** | |
| Student Name: | |
| Student Number: | |
| School:  Art Architecture and Design (AAD)  School of Computing and Digital Media (SCDM)  Guildhall School of Business and Law (GSBL)  School of Human Sciences (SHSC)  Social of Social Sciences & Professions (SSSP) | |
| Incident linked to another student:  ☐ Yes  ☐ No  Student Name:  Student Number: | |
| **Part C1 – Details of alleged misconduct** | |
| Date of alleged Incident: | |
| Time of alleged Incident: | |
| Location:  ☐ Campus  ☐ Virtual  Please provide further details: | |
| **Part C2 – Your actions so far** | |
| Details of any initial formal interventions that have taken place so far: This may include any initial interventions below:  ☐ Incident raised with a member of staff  ☐ Oral warning  ☐ Written warning  ☐ Student asked to leave teaching session or campus building  ☐ Other  Please provide details if any of the above has taken place. If any of the above has not taken place, upon reporting the incident, the Student Conduct Officer may recommend that an appropriate intervention takes place ahead of any Formal Exploratory Investigation | |
| **Part D – Description of Incident (please continue on separate sheet if necessary):** | |
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| **Under Schedule 1 of the** [**Student Conduct Policy and Procedure**](https://student.londonmet.ac.uk/your-studies/student-administration/rules-and-regulations/student-conduct/)**, I consider the alleged misconduct to be under (tick all that apply):** | |
| 1. Any conduct that has resulted in conviction by a criminal court or for which a caution has been accepted. Non-declaration of a criminal conviction(s) prior to the point of enrolment, will be considered under the General Student Regulations; | ☐ |
| 1. Any conduct that has the potential to or negatively impacts the reputation of the University or others. This does not apply to genuine concern regarding malpractice provided that they are not frivolous, threatening or vexatious; | ☐ |
| 1. Disruption of or improper interference with the academic, administrative, sporting, social or other activities of the University; | ☐ |
| 1. Obstruction of or improper interference with the functions, duties or activities of any student, member of staff or visitor to the University; | ☐ |
| 1. Sexual violence and/or misconduct, violent, indecent, disorderly, threatening, or intimidating behaviour or language, including physical misconduct; | ☐ |
| 1. The use of Hate speech, expressions, imagery or derogatory language, related but not limited to the following: race, ethnicity, sexual orientation, gender reassignment, disability, religion or belief, marriage or civil partnership, gender, age and/or socio-economic status; | ☐ |
| 1. Harassment of any student, member of staff or visitor, including but not limited to harassment related to one or more of the following: race, ethnicity, sexual orientation, gender reassignment, disability, religion or belief, marriage or civil partnership, gender, age and/or socio-economic status; | ☐ |
| 1. Victimising any student, member of staff or visitor because of anything done or not done in connection with these Regulations (including making a complaint or giving evidence); | ☐ |
| 1. Bullying by the use of force, coercion, harmful teasing, threats or abuse to aggressively dominate or intimidate, either as an instigator or as part of a group dynamic directed at an individual person or as part of a group; | ☐ |
| 1. Deception, dishonesty, lying either overtly or by omission, or corruption in relation to the University, its staff, students or visitors; | ☐ |
| 1. Misappropriation or misuse of University property (including computer misuse), likeness or identity, including taking property from University premises, or from other members of the University community (staff, students or visitors) without consent; | ☐ |
| 1. Damage to, or defacement of, University property, or to the property of the University’s staff, students or visitors, whether or not caused intentionally or through negligence; | ☐ |
| 1. Misuse or unauthorised use of University premises, property, services, equipment or resources, of the University’s staff, students or visitors. | ☐ |
| 1. Action likely to cause injury or to impair safety on University premises/or as part of University activities; | ☐ |
| 1. Failure to respect the rights of others to freedom of belief and freedom of speech and/or freedom of expression; | ☐ |
| 1. Breach of the provisions of any University code, policy, rule or regulation, including (but not limited to) Premises Rules, Library Code, ITS Rules or the Research Code; | ☐ |
| 1. Failure to disclose personal details, including criminal convictions, when required (whether by University policy or otherwise), to a member of staff at the earliest opportunity; | ☐ |
| 1. Failure to comply with an instruction issued by a security officer or by a member of staff; | ☐ |
| 1. . Conduct or behaviour which raises questions about a student’s fitness to practise, by reference to the relevant professional body’s guidance, any profession for which you are studying at the University; | ☐ |
| 1. Failure to comply with a sanction or condition imposed under these regulations; | ☐ |
| 1. Coercing, inducing or intimidating any person into not reporting a matter to the police or the University; | ☐ |
| 1. Inducing or intimidating any person into not giving evidence; | ☐ |
| 1. Agreeing or attempting to persuade another member of the University (student or staff) to participate in actions that would breach these regulations; | ☐ |
| 1. Assisting, encouraging or advising another member of the University (student or staff) to participate in actions that would breach these regulations. | ☐ |
| 1. Falsifying, altering, moderating or simulating documents or evidence with the intention to mislead. | ☐ |
| **Part E – Further Information:** | |
| We may require further information and evidence (e.g. emails, screenshots, details of witnesses). Is this available?  ☐ Yes  ☐ No  If yes, please indicate what is available. | |

Please read the following statements and sign or type your full name to indicate your agreement and understanding in accordance with the Regulations:

* All the information provided on this form as well as any additional documentary evidence I have provided, is an accurate and true reflection of the situation that led to the allegation outlined above.
* I consent to the University sharing the information on this form (and accompanying evidence) with such members of the University and external bodies as may be relevant for the investigation.
* The student shall be presumed innocent of the alleged misconduct until a decision or determination has been made.
* An allegation of misconduct shall only be proven, if it is found that it is more likely than not that the misconduct occurred (that is, on the balance of probabilities).
* The person (whether the University or the student) making an allegation or stating a particular fact is responsible for proving it. There is no need to prove an allegation or a fact that has been admitted or is proven by the existence of a relevant criminal conviction.
* I am aware that, regardless of the outcome of this allegation, this paperwork will be retained by the University in accordance with the University’s Records Retention Schedule.

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| **Part G - Declaration** | | |
| Name: |  | Signature: |
| Date: |  | |