

Misconduct Incident Report Form 2023-24

Please read the below information prior to completing this form

All alleged incidents of student misconduct should be reported to the University’s Student Conduct Officer. To report an incident of student misconduct, this form must be completed by the reporting person, even if the Student Conduct Officer has been informed via email (conduct@londonmet.ac.uk) or verbally in the first instance.

Please complete the form in as much detail as possible to enable the Student Conduct Officer to carry out a thorough investigation.

For staff conduct matters, please refer to the [Complaints Procedure](https://student.londonmet.ac.uk/your-studies/student-administration/rules-and-regulations/complaints-procedure/)

All reporting persons are advised to access and familiarise themselves with the [Student Conduct Policy & Procedure 2023-24](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fstudent.londonmet.ac.uk%2Fmedia%2Flondon-metropolitan-university%2Flondon-met-documents%2Fprofessional-service-departments%2Facademic-registry%2FStudent-Conduct-Policy-and-Procedure-2023-24.docx&wdOrigin=BROWSELINK) and if relevant, information regarding the [Safeguarding Policy (including Harassment, Hate Incidents & Sexual Misconduct)](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.londonmet.ac.uk%2Fmedia%2Flondon-metropolitan-university%2Flondon-met-documents%2Fprofessional-service-departments%2Fstudent-services%2FSafeguarding-Policy-v1.2.docx&wdOrigin=BROWSELINK)

Investigations will usually be completed within 20 working days of receiving notice of the alleged misconduct. **In complex matters the investigation may take longer.**

If there are any current Police and/or fitness to study/practise investigations taking place, this can delay any misconduct outcome.

The outcome of a misconduct case will not usually be disclosed as it is personal data about the reported person. However, in some cases it may need to be disclosed to comply with other obligations, for example to an accrediting or professional body or to ensure that any safeguarding considerations are met.

This process is not designed to hinder a person’s [Freedom of Speech](https://www.londonmet.ac.uk/media/london-metropolitan-university/london-met-documents/professional-service-departments/policies/Freedom-of-Speech-Code-of-Practice-(Approved-Feb-2021)-.pdf) and any misconduct investigation will be mindful of these rights, but reports will be investigated where it is believed that these rights have been breached.

In all cases, reporting persons will be notified when the Student Conduct Officer has completed their investigation.

Please be aware that the information contained in this form, will be shared with the reported student.

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| * 1. Do you wish to report anonymously, or provide personal details? |
| Report anonymously  Provide personal details (complete section 2 and 3)  Please be aware that if you choose to report anonymously, there will be limitations on the misconduct investigation. However, the data received will be used to complete any relevant safeguarding referrals. |
| 2.Your current role; |
| Staff  Student  Apprentice  Other  If other, please stipulate your relationship to the University, and/or to the individual named in the report; |
| 1. Reporting parties' details; |
| Name;  Job Title or Student ID Number;  Department; |
| 1. Reported student’s details (if known); |
| Name;  Student ID Number;  If details are not known, please provide any available information to help us identify the reported person (please note, a physical description is not required if you have provided the students name/ID number)  School;  Art Architecture and Design  School of Computing and Digital Media  Guildhall School of Business and Law  School of Human Sciences  Social of Social Sciences & Professions  Built Environment |
| 1. If more than one student involved, please provide details below; |
| Name(s);  Student ID Number(s); |
| 1. Type of alleged misconduct (more than one box may be ticked if applicable); |
| 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; 2. 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.; 3. Disruption of or improper interference with the academic, administrative, sporting, social or other activities of the University; 4. Obstruction of or improper interference with the functions, duties or activities of any student, member of staff or visitor to the University; 5. Sexual violence and/or misconduct, violent, indecent, disorderly, threatening, or intimidating behaviour or language, including physical misconduct; 6. 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; 7. 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; 8. Victimising any student, member of staff or visitor because of anything done or not done in connection with this Policy (including making a complaint or giving evidence); 9. 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; 10. Deception, dishonesty, lying either overtly or by omission, or corruption in relation to the University, its staff, students or visitors; 11. ☐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; 12. 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; 13. Misuse or unauthorised use of University premises, property, services, equipment or resources, of the University’s staff, students or visitors; 14. Action likely to cause injury or to impair safety on University premises/or as part of University activities; 15. Failure to respect the rights of others to freedom of belief and freedom of speech and/or freedom of expression; 16. 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; 17. 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; 18. Failure to comply with an instruction issued by a security officer or by a member of staff; 19. 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; 20. Failure to comply with a sanction or condition imposed under this Policy 21. Coercing, inducing or intimidating any person into not reporting a matter to the police or the University; 22. Inducing or intimidating any person into not giving evidence. 23. Agreeing or attempting to persuade another member of the University (student or staff) to participate in actions that would breach this Policy. 24. Assisting, encouraging or advising another member of the University (student or staff) to participate in actions that would breach this Policy. 25. Falsifying, altering, moderating or simulating documents or evidence with the intention to mislead. |
| 1. Do you consider this to be a hate or discrimination related incident? |
| Yes  No  If yes, what protected characteristic(s) does this relate to (either directly, by association or assumed). Please select all that apply:  Age  Disability  Gender, including gender reassignment  Maternity or Pregnancy  Race  Religion or belief  Sexuality  Socio-economic, or class based |
| 1. Has the alleged misconduct occurred online? |
| Yes (please provide details of relevant Weblearn session/ Apps/email addresses/social media sites etc)  No  If yes, have you reported it to the relevant social media site, and or service provider e.g., Meta, Gmail etc. |
| 1. If the answer to Q8 is No, where did the alleged misconduct take place? |
| On Campus  Off Campus |
| 1. Details of alleged misconduct; |
| Date;  Time;  Location; |
| 1. Please describe what has happened in as much detail as possible; |
| Please be descriptive if relevant, in relation to either specific words used or physical interactions (for example, “I was physically pushed on the shoulder, causing me to lose my balance”)  (Please continue on separate sheet if necessary) |
| 1. Further information and/or evidence; |
| Is the following available?  Physical evidence (for example; screenshots, emails, social media usernames)  Yes; Details;  No  Details of witnesses;  Yes; Details;  No |
| 1. Action taken so far; |
| Details of any interventions that have already taken place;  Incident raised with staff member  Reported to police - If reported to the police, please provide Crime Reference Number:  Safeguarding report made  Verbal Warning  Written Warning  Student asked to leave session or campus building  Other (please give details)  Please provide details if any of the above interventions have taken place; |

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

* All the information provided in this form as well as any additional documentary evidence that 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 reported person 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).
* 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. The Student Conduct officer will still complete an investigation, regardless of any Police outcome.
* 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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| Declaration; |
| Name; Signature;  Date; |