Step 2 – Serious misconduct complaint Form

Before completing this form, you should read the [Complaints Policy And Complaints Procedure](https://www.falmouth.ac.uk/student-regulations#complaints) and the [Student Disciplinary Policy And Procedure](https://www.falmouth.ac.uk/student-regulations#student-discipline)

Please complete all the sections or explain if you are unable to do so.

Advice

Before completing this form, please speak to a member of Student Support to discuss your options for reporting to the University, the police, and the support services available: call 01326 370460 or email at StudentServices@fxplus.ac.uk. You can also access information here regarding wellbeing support available <https://falmouth.myday.cloud/pages/my-wellbeing>. If you decide you wish to report to the University for formal investigation, please complete this form and return it to QAE@falmouth.ac.uk.

Third Party Requests

Under Data Protection legislation, the University cannot deal with appeals submitted by a third party unless there is a valid reason for a third party to act on your behalf, and you have formally authorised them to do so. You can give this authorisation by completing a [Third Party Consent Form](https://www.falmouth.ac.uk/student-regulations#complaints) and returning it to qae@falmouth.ac.uk

1. Your Details:

|  |  |
| --- | --- |
| Full name:  |  |
| Student number: |  |
| Course Title: |  |

1. Details of the person you wish to report

|  |  |
| --- | --- |
| Full name |  |
| Course (if known) |  |
| Relationship to you(e.g. friend, peer, partner, stranger, staff, colleague) |  |
| Affiliation with Falmouth University(e.g.) student, staff, other) if known |  |

1. Step 2 Formal complaint – details of the incident(s)

|  |  |
| --- | --- |
| Date and Time  |  |
| Location |  |

Please provide a description of the incident

|  |
| --- |
| Please enter text here. Box will expand as you type. |

Please provide the details of any witnesses to anything relevant to the lead up to the incident, the incident itself or directly after the incident

|  |
| --- |
| Please enter text here. Box will expand as you type.  |

|  |  |
| --- | --- |
| Have you had any interaction with the other person since the incident |  |
| Have you told anyone about this incident?  | [ ] Yes [ ] No If yes, who and when  |
| Please provide the details of any witnesses to the impact of the incident on you.  |  |
| Have you notified the police? If you do notify the police, please let us know as their investigation would take precedence over ours. | [ ] Yes [ ] No If yes, please provide incident number:  |

1. Supporting Documentation

|  |  |
| --- | --- |
| Are you submitting supporting evidence/documentation?  | [ ] Yes [ ] No If yes, please describe (where possible, please submit this with your report):  |

1. Outcome

State what actions you desire from the process:

|  |
| --- |
| Please enter text here. Box will expand as you type.  |

1. **Declaration**

**By signing and submitting this complaint form I am confirming the following:**

* I have read the Complaints Policy and Procedure and Student Disciplinary Policy and Procedure
* I have included all relevant information to support my complaint
* I have made a copy of all documentation and supporting information for my records
* I authorise those involved to share the details of my complaint with the relevant parties involved, including anyone I have named in the complaint
* I authorise those involved in the process to have access to relevant information required as necessary for the investigation into and consideration of my complaint, including access to sensitive information (for example, a file held by Student Services)
* I agree not to speak about the investigation with anyone else, other than those supporting me with the process.

**If you have any queries or concerns about any of the above please contact** **QAE@falmouth.ac.uk** **before submitting the form.**

|  |  |
| --- | --- |
| Your signature:\* | Date:\* |

(if you are unable to submit an electronic image of your signature, please type your name. QAE will consider the receipt of this form electronically direct from your University email address as being equivalent to a signature.)

1. Submission

Please return this form by email together with copies of your supporting evidence to QAE@falmouth.ac.uk