**Important please read this section carefully before submitting your report**

* This form is for use only in making a report about non-academic student behaviour which breaches the *University’s Code of Discipline*[[1]](#footnote-1) and which occurs in the University Context. Reports may be brought by students, staff or members of the public. Please read the *University Student Disciplinary* *Procedure: Non Academic Misconduct[[2]](#footnote-2)* before completing this form.
* If you wish to report the behaviour of a staff member, you should contact the relevant College or Head of Department. The University Harassment Policy[[3]](#footnote-3) explains how to make a harassment report against a member of University staff.
* Reports should usually be made within 6 months of the reported conduct. If you wish the University to consider a report made after this then you will need to explain why your report has been made late and provide evidence where appropriate.
* Where possible and if appropriate, we encourage those making a report to resolve all matters that they are concerned about informally under local resolution. If the person making a report is also a student the Student Resolution Service[[4]](#footnote-4) may be appropriate. This is a free mediation service for students who find themselves in conflict with another student.
* You can seek advice and support (i) students: from your college welfare team (if you are a member of a College), Student Welfare and Support Services[[5]](#footnote-5), this includes counselling, mental well-being etc., Harassment Advisors[[6]](#footnote-6), and the Oxford SU advice service[[7]](#footnote-7) (ii) staff: from Personnel Services[[8]](#footnote-8) and the Equality and Diversity Unit[[9]](#footnote-9).
* The University has a specialist Support Service for any student who has been affected by sexual harassment or violence[[10]](#footnote-10). This service has a team of specialist advisors who provide support and advice, and who can support students who have decided to make a report to their college or the University. The service also has a dedicated Independent Sexual Violence Advisor (ISVA) who can support students navigate the criminal justice system and who provides non-directive practical and emotional support.
* All sections of the form should be completed, and any supporting evidence should be submitted at the same time as the form to casework@proctors.ox.ac.uk.
* Word limits should be complied with where possible, although it is recognised that this will not always be the case for serious and/or complex cases. The Proctors may decline to consider reports which fail to comply with word limits without good reason.

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| **SECTION 1: About You** *Please note we will only consider anonymous reports in exceptional circumstances and where there are compelling reasons to do so. If you consider that there are compelling reasons for your report to be anonymous, leave this section blank and enclose a supporting statement with this form detailing the compelling reasons.* |
| **Is this a group report?** | [ ]  Yes [ ]  No |
| **Surname/Family name** |  | **Title** |  |
| **First/Given name(s)**  |  |
| **What is your relationship with the University?** *Please tick as appropriate* | Student [ ] *(complete section 1.1)* | Staff [ ] *(complete section 1.2)* | None/ member of the public [ ] *(complete section 1.3)* |
| **Section 1.1: For students making a report** |
| **University student no.***This can be found on your Bodleian card or your enrolment certificate* |  |  |  |  |  |  |  |  |  |
| **Level of Study**  | Undergraduate |  | Taught Postgraduate |  | Postgraduate |  |
| **Programme of study** |  |
| **Course start date:** |  | **Course finish date:** |  |
| **Year of study:** |  | **Status on course:** |  |
| **College:** |  |
| **Contact email:** |  |
| **Section 1.2: For staff making a report** |
| **Department:** |  |
| **College:** |  |
| **University email:** |  |
| **Section 1.3: For members of the public making a report** |
| **Contact Email:** |  |

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| **SECTION 2: About the person(s) you are reporting** *Please fill out as much detail as you can, and if you are reporting more than one person please continue on a separate sheet*  |
| **Surname/Family name** |  | **Title** |  |
| **First/Given name(s)**  |  |
| **Level of Study**  | Undergraduate |  | Taught Postgraduate |  | Postgraduate |  |
| **Programme of study** |  |
| **Course start date:** |  | **Course finish date:** |  |
| **Year of study:** |  | **Status on course:** |  |
| **College:** |  |
| **Contact email:** |  |

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| **SECTION 3: Report summary** |
| What is your report about?Please tick all that apply*Please note reports can only be made about student behaviour which breaches the University’s Code of Discipline and which occurs in the University Context.* | [ ]  Disrupting or attempting to disrupt University activities  | [ ]  Disobeying a reasonable instruction by the Proctors |
| [ ]  Disrupting or attempting to disrupt the exercise of freedom of speech | [ ]  Refusing to disclose name or details to a University employee |
| [ ]  Obstructing or attempting to obstruct a University officer or employee | [ ]  Possessing, using, offering, selling or giving illegal drugs |
|  [ ]  Damaging or attempting to damage or misappropriating University or College property or the property of University or College employees, students or members of the public | [ ]  Harassment or sexual misconduct |
| [ ]  Occupying or attempting to occupy University or College property or facilities without permission | [ ]  Failing to comply with an order by the Proctors, SDP or SAP |
| [ ]  Forging university certificates or making false statements about exam results | [ ]  Breaching regulations including those relating to the use of the libraries or ICT facilities |
| [ ]  Engaging in action likely to cause injury or impair safety | [ ]  Failing to comply with Codes of Practice published in the University Gazette |
| [ ]  Engaging in violent, indecent, disorderly, threatening or offensive behaviour or language | [ ]  Creating or providing model or draft material for candidates in exams which could be submitted without attribution, or agreeing to do so or assisting or encouraging others to do so |
| [ ]  Engaging in dishonest behaviour | [ ]  Inciting or conspiring to breach the Code of Discipline |
| If the conduct you are reporting could constitute serious criminal conduct have you reported this to the police[[11]](#footnote-11)? | No [ ]  | Yes [ ]  |
| If you have reported the conduct to the police:  | What is your police reference number? |  |
| What was the outcome of that process or is it still ongoing? |  |
| When did the conduct you are reporting occur? |  |
| If your report is being made more than 6 months after the reported conduct took place please explain why.*Please note any evidence in support of the delay* *should be submitted along with this report form.* |  |
| Are there are time-critical factors that the Proctors should be aware of? [Max 150 words] |
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| **SECTION 4: Initial considerations** **[max 250 words]** |
| Where appropriate, have you taken any steps to resolve the matter informally?[[12]](#footnote-12) For example it may be useful to specify the following: (a) for reports of harassment have you followed Stage 1 of the harassment policy? (b) for disputes between students have you used the Student Resolution Service? Or (c) for straightforward minor matters have you attempted to resolve the matter at a local level?*Please state clearly what actions you have taken, including dates, who you have spoken to and the outcome of the process, including why you are dissatisfied with it. Any relevant documentation, for example emails/outcome letter etc., should also be supplied along with this form.* |
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| **SECTION 5: Report details (formal consideration by a Proctor)** [max 800 words] |
| What are the key points of your report?  |
| Please set out clearly and concisely the details of the conduct which you are reporting. |  |
| When and where did the conduct you are reporting occur? |  |
| Is there other relevant background information that the Proctors need to be aware of? |  |
| Who was present at the time of the conduct? |  |
| What impact has the reported conduct had on you? *[max 250 words]* |  |

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| **SECTION 6: Report investigation** |
| Are there any interim measures that you think could be put in place while the disciplinary procedure is taking place, for example a no contact order?*Please note the caseworker will assess this information and be in contact as to next steps.* |  |
| Please identify anyone you think the Proctors should contact about the reported conduct, for example an individual who may have witnessed the conduct, or may have been there before or immediately after the conduct occurred.  |
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| Witness name | What was witnessed | Is the witness aware that they may be contacted by the Proctors’ Office | Witness contact details |
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| What evidence are you submitting in support of your report (please list) *Please provide a list of all items of evidence that you have submitted to be considered as part of your report. Any evidence you supply should be complete, relevant and proportionate. For example, if you provide social media evidence you should make it clear which messages were sent when, between which individuals and you should remove messages which are not relevant to the report. Please name the supporting evidence as relevant annex and brief description, for example “Annex A Email from xx”, please do keep the file name brief as lengthy titles may not open properly.* |
|  | Annex  | Evidence | Author  | Date  | Relevance of evidence |  |
|  | A |  |  |  |  |  |
|  | B |  |  |  |  |  |
|  | C |  |  |  |  |  |
|  | D |  |  |  |  |  |
|  | E |  |  |  |  |  |
|  | F |  |  |  |  |  |
|  | G |  |  |  |  |  |
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| What outcome(s) would you like to see as a result of this report [max 250 words] |
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| **5. Statement by Student (please tick to indicate your agreement with each statement):** |
| I have read the University’s Code of Discipline and the University Student Disciplinary Procedure: Non-Academic Misconduct  |[ ]
| I understand that the University may need to process personal details about me, which could include sensitive information, in order to investigate my report |[ ]
| I understand that, as set out in the University Student Disciplinary Procedure: Non-Academic Misconduct, the University may need to exchange information about my report within the University and colleges, and with other persons and organisations.  |[ ]
| *[Group Reports Only]* I understand that I am the nominated spokesperson for this Group Report and that it is my responsibility to ensure that I represent the views of all the members of the group fairly. The attached list is a complete list of the members of the group of students bringing this Report and each person listed has read and agreed to the contents of this form. |[ ]
| The information I have given on this form is true, correct and complete, to the best of my knowledge |[ ]
| **Signed**: |  | **Date**: |  |

**Submit this form and all evidence to** **casework@proctors.ox.ac.uk**

*You will receive a formal acknowledgement of your report within two working days.*

1. <https://www.admin.ox.ac.uk/statutes/352-051a.shtml#_Toc28142344> [↑](#footnote-ref-1)
2. <https://academic.admin.ox.ac.uk/student-conduct-0#collapse1540976> [↑](#footnote-ref-2)
3. <https://edu.admin.ox.ac.uk/harassment-policy> [↑](#footnote-ref-3)
4. <https://www.ox.ac.uk/students/welfare/student-resolution-service?wssl=1> [↑](#footnote-ref-4)
5. <https://www.ox.ac.uk/students/welfare?wssl=1> [↑](#footnote-ref-5)
6. https://edu.admin.ox.ac.uk/support [↑](#footnote-ref-6)
7. <https://www.oxfordsu.org/wellbeing/student-advice/> [↑](#footnote-ref-7)
8. <https://www.admin.ox.ac.uk/personnel/staffinfo/> [↑](#footnote-ref-8)
9. <https://edu.admin.ox.ac.uk/harassment-advice> [↑](#footnote-ref-9)
10. [www.ox.ac.uk/students/welfare/supportservice](http://www.ox.ac.uk/students/welfare/supportservice) [↑](#footnote-ref-10)
11. Annex D, provides further information on d**i**sciplinary reports against Students which may be deemed serious criminal conduct <https://academic.admin.ox.ac.uk/files/universitystudentdisciplinaryprocedure-non-academicmisconductpdf-0> [↑](#footnote-ref-11)
12. The University recognises that local resolution procedures, including informal processes and mediation will not be appropriate in certain complex cases or cases involving reports of serious criminal conduct. [↑](#footnote-ref-12)