



THE UNIVERSITY *of* EDINBURGH

UNIVERSITY OF EDINBURGH Code of Student Conduct Report Form

The University is committed to fostering a positive culture for working and studying for all students, where all individuals are treated with dignity and respect, free from violence, harassment, bullying and discrimination.

The University expects all students to conduct themselves in an appropriate manner in their day-to-day activities, including in their dealings with other students, staff and external organisations. The University aims to deal with allegations of unacceptable behaviour in a fair and consistent manner, following the procedures set out in the [Code of Student Conduct](#).

This form is optional but can be used to submit a report regarding the conduct of a student of the University detailing an alleged breach of the Code of Student Conduct. If you would prefer, you can submit a report through [Report + Support](#). Please note that reports submitted through Report + Support are not automatically passed to the Student Conduct Team, but you can request that this happen.

Process

Reports considered under the Code of Student Conduct undergo a screening to decide what action, if any, is appropriate. It is not always appropriate for reports to proceed to an investigation under the Code of Student Conduct. Alternative outcomes may include frontline resolution, where circumstances are resolved at a local level. There may also be circumstances where we are unable to take action under the Code. More information is available on our website: [Requesting an Investigation](#)

Confidentiality

Information you share during the process will be treated as confidential as far as possible. Information may be shared with other parties involved in the student conduct process. Should a report result in an investigation, Student Conduct is likely to need to share information and evidence you provide about what has happened with the person or persons who are being investigated. They may also need to share some information with witnesses, in order to gather evidence from witnesses.

All parties in the investigation will be asked to keep information they receive during an investigation confidential, unless they need to share information for the purposes of seeking advice and support.

Evidence

Please include any documentary evidence, for example screenshots including dates/times/names, with your report. Should your report result in an investigation under the Code of Student Conduct then you will have further opportunities to provide evidence, where appropriate. Please ensure that you have the consent of any third parties (**with the exception of the student(s) you are reporting**) to share their data (e.g. in screenshots) for the purposes of this investigation, and that



THE UNIVERSITY *of* EDINBURGH

they understand this will likely be used and shared in line with the Code of Student Conduct and Student Conduct Privacy Notice.

Information for students only

If you are a student, we strongly encourage you to speak to the Advice Place before completing this form. The Advice Place is an independent service run by the Students' Association, and staffed by professional advisers with experience of supporting students with the student conduct process. Students can contact the Advice Place via email at advice@eusa.ed.ac.uk, by phone on 0131 650 9225, or online at www.eusa.ed.ac.uk/advice

Further information about support available, including wellbeing support, is detailed on the [University's Health and Wellbeing website](#).

Send the report to:

When completed, please email this report to: studentconduct@ed.ac.uk

Section A: Personal Details

Full Name:	
Email Address: <i>(for students this should be your student email address)</i>	
Address:	
Matriculation No: <i>(Current/Former students)</i>	

I am a:

Student (Current or Former) <input type="checkbox"/>	Staff Member <input type="checkbox"/>
Other* <input type="checkbox"/>	
Other*: <i>Please detail your connection to the matter you are reporting</i>	



THE UNIVERSITY *of* EDINBURGH

Section B: Details of who is being reported

Please include below the details of the student(s) you wish to report.

Name of Student(s) being reported:

Matriculation number(s), and Programme(s) (*if known*):

Section C: Your Report

1. Please detail the date, or time period, and location(s) the conduct occurred:

2. Please explain below, in detail, the conduct matter you wish to report.

3. What outcome are you seeking from this report or process:



Has this matter been reported to/handled by the police or courts?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
IF YES – Please detail below any current or previous police/court involvement	

Section D: Support

If you have accessed support through the University in relation to this report then please let us know this. If you would like us to copy a University supporter into emails with you (for example a member of the Equally Safe Team or a caseworker from the Advice Place) then please let us know about this here and provide the relevant name and email address.

Section E: Relevant Risks

If relevant, please use this section to detail any additional information you feel we should be aware of about possible risks you feel you may be under. If none, or not relevant, please leave blank.

Section F: Reasonable Adjustments

If relevant, please detail any reasonable adjustments that you will require to engage with the conduct process, or that Student Conduct should be aware of. All requests for reasonable adjustments will be given appropriate consideration.



THE UNIVERSITY *of* EDINBURGH

--

Section G: Additional Information

Please use this section to detail any additional information you feel we should be aware of. For example, any reasons that may impact your ability to engage in this process or any other information you feel is relevant.

--

I confirm that the matters submitted are true to the best of my knowledge.	<input type="checkbox"/>
I understand the expectations set by the Expected Behaviour Policy during my interactions with the University.	<input type="checkbox"/>

Please note that any information and evidence that you share as part of this report and throughout any subsequent process under the Code of Student Conduct will be shared in line with the [Student Conduct Privacy Notice](#), including being shared in full with the person(s) reported. Please do not share information that you do not want shared in this manner.

E- Signature/Form Completed by:	
Date:	