

Student Code of Behaviour Report Form

Please complete and return the below form **in full** in order for us to assess this case. Please note that we require **specific incidents** and as much **evidence** as possible in order to take action. We are unable to process any reports anonymously due to the fact that we are required to present alleged perpetrators with evidence. We are unable to facilitate releases from contracts or evictions of others, especially in private accommodation. Incomplete forms will be returned to be completed, which could cause a delay in any necessary investigation.

|  |
| --- |
| **1. Student Making Report**  |
| **Name** | **NTU ID** | **Address** | **Email** | **Telephone** |
|  |  |  |  |  |

|  |
| --- |
| **2. Student Being Reported *(please enter all details that are known)*** |
| **Name** | **NTU ID**  | **Address** | **Email** | **Telephone** |
|  |  |  |  |  |

|  |
| --- |
| **3. Has This Been Reported To Anybody Already?** |
| Student Support Services |  | Letting Agent/Landlord |  |
| Police |  | Nottingham City Council |  |
| Residence Team |  | Other (please specify) |  |
| *Please provide the contact details of the person you have reported the incident to, including their name, department, email address and telephone number:* |

|  |
| --- |
| **4. Outline of Report** |
| **Incident Date** |  | **Incident Time** |  | **Incident Location** |  |
| *What happened (please include as much detail as possible):* |

|  |
| --- |
| **5. What Category of Offence do you Believe this Falls Under?** |
| Accommodation & Housekeeping |  | Harassment |  | Smoking in Building |  |
| Aggressive/ Abusive Behaviour |  | Hate Incident\* |  | Suspected Drug Use |  |
| Assault |  | Noise & Nuisance Behaviour |  | Theft/ Attempted Theft |  |
| Damages to Property |  | Sexual Misconduct |  | Trespassers |  |

*\*Please note, a Hate Incident is defined as an incident where the victim is targeted due to one or more of the following protected characteristics: Race or Ethnicity; Religion; Sexual Orientation; Disability; Transgender Identity; Misogyny; Alternative Sub-Culture, e.g. goth.*

|  |
| --- |
| **6. Witness(es)** |
| **Name** | **NTU ID** | **Address** | **Email** | **Telephone** |
|  |  |  |  |  |
| *Information that the witness(es) can provide:* |

|  |
| --- |
| **7. Important Information** |
| *Please look at the below links for further information on the Student Code of Behaviour and the processes involved, as well as for additional support at NTU:** Student Code of Behaviour – [www.ntu.ac.uk/behaviour](http://www.ntu.ac.uk/behaviour)
* Student Support Services (self-referral form) – [www.ntu.ac.uk/wellbeing](http://www.ntu.ac.uk/wellbeing)
* Nottingham Trent Student Union – [www.trentstudents.org/ias](http://www.trentstudents.org/ias)
 |

|  |
| --- |
| **8. Signed and Dated** |
| *Please sign either electronically or in writing below.***Signed: Date:** |

Once completed please send to warden.service@ntu.ac.uk