Student Discipline Incident Notification Form

This form is used to report a behaviour concern about a Northeastern University London student.

When completing the form ensure you complete all sections in as much detail as possible. If you have several incidents to report that are not connected, please submit them separately.

You are strongly advised to read the University’s [Disciplinary Procedure for Students](https://www.nulondon.ac.uk/academic-handbook/policies-and-procedures/general/student-welfare/disciplinary-procedure-for-students/) before completing and submitting this notification form.

All completed forms must be submitted to the Student Regulatory Resolution Office (SRRO) via email. The email address to use is student.discipline@nulondon.ac.uk.

If you require any assistance or guidance (for example, if you want this form in a different format) please contact SRRO.

# Your Details

|  |  |
| --- | --- |
| **First Name** |  |
| **Family Name** |  |
| **Email Address** |  |
| **Your connection to the University** | Student / University Staff / Member of Public / Other |

# Who Your Concern Involves

|  |  |
| --- | --- |
| **Does your concern relate to a Northeastern University – London student?** | Yes / No |
| **Do you know the name of the student(s)?** | Yes / No |
| **If you know the name(s), please confirm** |  |

# Incident Details

|  |  |
| --- | --- |
| **Start date of incident** |  |
| **End date of incident** |  |
| **Location(s) of incident** |  |

In your own words describe the incident. Include as much information as possible, such as what happened, when, where and how.

|  |
| --- |
| **Incident Description** |
|  |

# Witnesses and Other Party Involvement

|  |  |
| --- | --- |
| **Do you know if there are any witnesses, if applicable?** | Yes / No |
| **If you know any witnesses’ names, please confirm**  |  |
| **Have you reported this matter to the Police?** | Yes / No |
| **If you have a reference number, please confirm** |  |
| **Is a third-party involved?** | Yes / No |
| **If so, please confirm and provide details** |  |

# Additional Evidence

|  |  |
| --- | --- |
| **Do you have further documents/evidence you wish to be considered with your report?** | Yes / No |
| **Confirm details here** |  |
| **Have you emailed this information to** **student.discipline@nulondon.ac.uk****?** | Yes / No |

# Further Comments

|  |  |
| --- | --- |
| **Is there a preferred outcome you would like to communicate at this stage? This can be considered in accordance with the University’s policies/procedures.** |  |
| **Detail here any additional information you wish to communicate.** |  |

# Consent and Confirmation

By submitting this form to the University, you are confirming that:

1. You accept that the information you provide will be shared with the person(s) concerned/named in your report, for reasons of transparency and fairness, unless the University considers some information should be withheld to safeguard the interests of another party. **This means we will not accept anonymous reports**. By submitting this report, you consent to proceed on this basis.
2. You accept that the information provided on this form will be processed for the purpose for which it is being submitted and that any personal data provided will be processed in accordance with the applicable UK data legislation (such as the Data Protection Act (2018), University [Data Protection Policy](https://www.nulondon.ac.uk/academic-handbook/policies-and-procedures/data-protection/data-protection-policy/) and [Privacy Notices](https://www.nulondon.ac.uk/academic-handbook/policies-and-procedures/data-protection/privacy-notice-for-applicants-students-and-alumni/)).
3. The information you have provided is true and accurate to the best of your knowledge.

Contact student.discipline@nulonodon.ac.uk if you have any queries regarding the above and wish to discuss further, before submitting your form.

|  |
| --- |
| Confirmation |
| Signature |  |
| Date |  |

# Version History

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| --- |
| Title: Student Discipline Incident Notification FormApproved by: The Quality TeamLocation: Academic Handbook / Forms Library |
| Version Number | Date Approved | Date Published | Owner | Proposed Next Review |
| 24.4.0 | September 2024 | September 2024 | Head of the Student Regulation Resolution Office (SRRO) | September 2026 |
| Formerly the ‘Reporting an Incident Form’ |
| 24.3.1 | July 2024 | August 2024 | Head of Registry | September 2026 |
| 23.3.0 | October 2023 | October 2023 | Head of Registry | September 2025 |
| 22.2.1 | March 2023 | March 2023 | Head of Registry | September 2024 |
| Version numbering system revised in March 2023 |
| 2.0 | November 2022 | November 2022 | Head of Registry | September 2024 |
| 1.0 | September 2020 | September 2020 | Head of Registry | September 2022 |
|  |
| Referenced documents | [Complaints Procedure for Students](https://www.nulondon.ac.uk/academic-handbook/policies-and-procedures/general/student-welfare/complaints-procedure-for-students/); [Data Protection Policy](https://www.nulondon.ac.uk/academic-handbook/policies-and-procedures/data-protection/data-protection-policy/); [Disciplinary Procedure for Students](https://www.nulondon.ac.uk/academic-handbook/policies-and-procedures/general/student-welfare/disciplinary-procedure-for-students/); [Privacy Notice for Applicants, Students & Alumni](https://www.nulondon.ac.uk/academic-handbook/policies-and-procedures/data-protection/privacy-notice-for-applicants-students-and-alumni/); [Privacy Notice for Employees, Job Applicants & Others Working at the University](https://www.nulondon.ac.uk/academic-handbook/policies-and-procedures/data-protection/privacy-notice-for-employees-job-applicants-and-others-working-at-the-university/). |
| External Reference Point(s) | None. |