

FORMAL STUDENT COMPLAINT FORM (HARASSMENT AND BULLYING)

This form is used by students to report formally instances of harassment and bullying. Before completing this form, you should read the Student Harassment and Bullying Policy.

You are reminded that the Students' Union can be approached at any time for advice and support on any issue and that the University is able to give formal consideration to allegations of bullying and harassment channelled through the Students' Union.

This form should be typed, or completed in black ink and sent to the Office of the Associate Pro Vice Chancellor (Student Experience) (Ref: harassment & bullying). All sections of the form must be completed. Students are advised to keep a copy of the form.

Formal complaints of harassment and / or bullying must normally be received **no more than 1 month** after any informal procedure has ended (where appropriate) and normally **no more than 6 months** after the main issues complained about occurring. Formal complaints of harassment and/or bullying received after these deadlines will be deemed to be out of time and may not be considered unless there is independent evidence to show compelling reasons as to why the formal complaint of harassment and/or bullying was not raised in a timely manner. The University will not consider any formal complaint of harassment and/or bullying where the main issues complained about took place more than three years before the formal complaint of harassment and/or bullying is received.

The Office of the Associate Pro Vice Chancellor (Student Experience) shall acknowledge receipt of your formal complaint of harassment and/or bullying normally within 5 clear working days. If you do not receive an acknowledgement within 5 clear working days, you should contact the Office of the Associate Pro Vice Chancellor to ensure that your formal complaint of harassment and/or bullying was actually received.

Completed report forms must be either emailed or posted to:	
<p><u>(for email)</u></p> <p>Email: secases@uwtsd.ac.uk Subject: harassment & bullying</p>	<p><u>(for post)</u></p> <p>Office of the Associate Pro Vice Chancellor (Student Experience) Carmarthen Campus Carmarthen SA31 3EP</p>

The University will acknowledge receipt of your formal complaint and provide you with any updates and an outcome by email; therefore it is important that you check your University and personal email accounts regularly.

SECTION A:

Reporting student Details

Student Name:			
Student Number:			
Contact Address:			
Contact Telephone Number:			
E-mail address:			
Programme of Study:			
Level of study:			
Mode of study:	<input type="checkbox"/> Full-time	<input type="checkbox"/> Part-time	<input type="checkbox"/> Distance Learning
Faculty/School/Centre (as relevant):			
Campus:			

SECTION B: Details of the complaint of harassment and bullying

What type of incident are you reporting:

Bullying	<input type="checkbox"/>
Sexual Harassment	<input type="checkbox"/>
Racism	<input type="checkbox"/>
Homophobia	<input type="checkbox"/>
Transphobia	<input type="checkbox"/>
Disability Discrimination	<input type="checkbox"/>
Other:*	<input type="checkbox"/>

- If you have selected other, please detail:

(this box will expand as you type or you may attach additional sheets)

When did this incident occur?

(this box will expand as you type or you may attach additional sheets)

Where did this incident take place?

(this box will expand as you type or you may attach additional sheets)

Please indicate which individual or individuals you wish to make a complaint about.

(this box will expand as you type or you may attach additional sheets)

If you do not know the individual / individuals, please describe them.

(this box will expand as you type or you may attach additional sheets)

Details of the complaint

Please state exactly the nature of your complaint. Indicate any events, dates or times that you feel are relevant.

(this box will expand as you type or you may attach additional sheets)

Supporting evidence: List and describe the documentation which you have attached in support of your statement. If you list documentary evidence to support your complaint, you are required to submit it or provide a date by which you will submit it.

(this box will expand as you type or you may attach additional sheets)

You may be contacted by the Office of the Associate Pro Vice Chancellor (Student Experience) in order to seek further clarification or to arrange a meeting regarding your complaint.

Desired outcome: Please describe your desired outcome.

(this box will expand as you type or you may attach additional sheets)

SECTION C: Details of informal procedures

Depending very much, of course, on the severity of the harassment and / or bullying, before any formal procedures are started, it may be appropriate to use an informal approach first. The University offers support to students as part of any informal approaches as it recognises that it is often hard for students that are affected by harassment or bullying to tackle this on their own. Whether or not an informal pathway is used first is at the discretion of the complainant.

Have you discussed your complaint with a member of staff as part of informal procedures:

Yes: No:

Name of member of staff to whom you initially reported this complaint:

(this box will expand as you type or you may attach additional sheets)

If appropriate, please provide details of the informal procedures and any outcomes and detail why you would now like to make a formal complaint.

(this box will expand as you type or you may attach additional sheets)

The information which I have provided is correct and complete to the best of my knowledge. I give my consent for this information to be disclosed to the relevant officers of the University who are responsible for considering complaints and to any members of staff named in the complaint. **Submitting false documentation or fraudulent information is a serious matter and could be dealt with under the Disciplinary Procedures. The University reserves the right to check on the validity of the document(s) you submit or statements you make in this complaint.**

Signature of Student:

Date:

Please tick this box if you wish a copy of your complaint of harassment and/or bullying to be forwarded to the Students' Union.

Note: The Students' Union can provide advice and support at any time during the process of the consideration of your complaint of harassment and bullying.