This form is for completing after an initial meeting to discuss your options for reporting to the University, the police and support services available to you.

If you decide you would like to make a disclosure to the University for a formal investigation to take place please complete this form and submit it to studentcases@exeter.ac.uk. An Investigating Officer will then be in contact with you in due course.

|  |
| --- |
| **1. Reporting Party**  |
| **Name**  |   |
| **Student Number**  |   |
| **Email Address**  |   |
| **Phone**  |   |
| **College** |  |
| **2. Accused Party**  |
| **Name**  |   |
| **College** |   |
| **Relationship to Reporting Party**  | (e.g. friend, peer, partner, stranger, lecturer, colleague, etc.)  |
| **Affiliation with** **Exeter University**  | (e.g. student, staff, other) if known   |
| **3. Incident Information**   |
| **Date and Time of Incident**  |   |
| **Location** |  |
| **Please provide a description of the incident.**  | (add more pages if necessary)               |
| **Please provide the details of any witnesses to anything relevant in the lead up to the incident, the incident itself or directly after the incident.**  |  (e.g., incapacitation due to alcohol or drug consumption before the incident etc.)  |
| **4. After the Incident**  |
| **Have you had any interaction with the accused party since the incident?** | (about the incident itself or any other contact) |
| **Have you told anyone about this incident?**  | ☐ Yes ☐ No If yes, who and when:   |
| **Please provide the details of any witnesses to the impact of the incident on you.** |  |
| **Have you notified the police?** | ☐ Yes ☐ No If yes, incident number:**If you do notify the Police, please let us know as their investigation would take precedence over ours.** |
| **5. Supporting Documentation**  |
| **Are you submitting supporting evidence/documentation?**  | ☐ Yes ☐ No If yes, please describe (where possible, please submit this with your report):   |
| **5. Outcome**   |
| **What actions do you desire from this process?**  |        |

**Signature: Date**:

Please submit any supporting documentation with this form. Please forward this completed form to studentcases@exeter.ac.uk to be allocated to an investigating officer.

**For more information regarding support and reporting options please visit:** [student complaint procedure](https://www.exeter.ac.uk/staff/policies/calendar/part1/otherregs/complaints/)