



Report+Support

How to make a formal report about the conduct of a student at UCL

Misconduct by students is dealt with under the [Disciplinary Code and Procedure in Respect of Students](#). If you choose to make a formal allegation about another student, the Registrar will consider this under the Disciplinary Code and will take action, if appropriate.

Any such report by a student or staff member can be submitted in confidence to the Registrar via casework@ucl.ac.uk. There is no specified format. You should be aware that the reported party must be given the right of reply to the allegation. For this reason, it may be shared with them if the matter proceeds to a formal hearing.

Before submitting any such statement, students and staff are welcome to contact the Casework Team via the email address above to discuss the process.

Please note that UCL is not able to take action in respect of alleged misconduct by former students of the university.

Things to consider:

- The nature of the allegation and any supporting evidence will often determine whether a formal or informal approach is best. In cases where there is insufficient evidence to substantiate a claim or where, for example, the issue relates to a breakdown in an ongoing relationship, informal processes or resolution may be more mutually beneficial.
- If you think that a formal process is the right option, you need to consider what events took place, and how this might look to a third party. Ask yourself:
 - Has anyone else experienced the same behaviour as you, or are there people who have witnessed the behaviour against you?
 - Have you collated any notes, emails or texts to yourself or friends that document the incident(s), including time, date, and impact? These may be used to support a complaint.
- It is important to access the right support during this process. There are internal and external support providers listed on the [Report + Support pages](#).

Guidance on preparing a statement

- Try to be clear and concise when making a statement, referring to specific allegations or examples, and the impact that these have had on you.
- Avoid making generalisations unsupported by specific examples.
- Try to be as clear as you can about the timing and order of events, cross-referencing supporting evidence where this is available. This is likely to speed up the time taken to determine appropriate actions/next steps.
- Bear in mind that, in a formal process, the person who is subject to allegations of misconduct must have an opportunity to respond to those allegations, and to provide evidence. It is not in your interest to leave out or ignore relevant matters that are likely to be used by the other party in defending themselves.
- If there are a large number of examples or evidence, then key examples should be used in the statement with the remainder referred to in an appendix.
- Remember, you can seek the support of a UCL staff member such as a Dignity Advisor, or an external support provider. For more information, visit the support pages on [Report + Support](#).

Possible sources of evidence

- Eye-witness accounts
- Names of potential witnesses
- Diary entries, text/social media messages, or emails mentioning the events. This can often be a source of key supporting evidence
- Video or audio recordings. Note – we do not recommend covert recording, as this can be potential misconduct in and of itself.

Summary of process and what could cause delays

- Once a statement is submitted to casework@ucl.ac.uk, it will be reviewed to determine the most appropriate next steps. It may be that the alleged behaviour does not meet UCL's definition of misconduct, or is more properly addressed under a different procedure. In this case, the Casework Team will contact you to let you know.
- After your statement has been reviewed, the Casework Team may contact you to seek clarification or further information. Alternatively, you are welcome to request a meeting with the Casework Team, either after submission of your statement, or when you are thinking about doing so. This meeting is informal and does not commit you to any course of action.
- In many cases, the student who is the subject of the allegation is invited to a meeting with the Registrar where they will have the nature of the allegation outlined to them. You will be advised before the other party is made aware of the allegation.
- Where there is scope for additional investigation - most commonly speaking to potential witnesses - the Casework Team will be responsible for this.
- Once the Casework Team has sufficient information, they will liaise with the Registrar to determine how to progress the matter. This will involve designating the alleged misconduct either 'minor' or 'major' as set out in the Student Discipline Procedure.
- If the allegation is deemed 'major', it will be referred to a hearing of the Discipline Committee, and the reported student will be required to attend. In such cases, the Casework



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Team will discuss with you whether you wish to attend the hearing or not. You will not be required to do so if you prefer not to. Arrangements for attendance by phone or via Skype can be made.

- If allegations are upheld and the conduct contains misconduct, then the Discipline Committee will determine an appropriate sanction as set out in the Procedure. In the most serious cases, this may involve permanent exclusion from the University.
- For reasons of data protection it is likely that UCL will not be able to share the details of the outcome with you. We will however be able to confirm whether the allegations have been upheld or not upheld.
- The reported student has a right of appeal against the decision of the Discipline Committee. The appeal stage involves a review of the decision, but does not require the involvement of the student making the original report.
- The time taken from a formal process commencing to an outcome is likely to be in the region of months, not weeks, so complainants should be aware of this when entering a formal process.

report-support.ucl.ac.uk