



Bristol School of Acting

Allegation of Student Non-Academic Misconduct

This form is for use by students, staff and other reporting individuals and should only be used if you wish to make an allegation of non-academic misconduct against other BSA students – i.e. misconduct relating to general attitude, behaviour, actions etc and **not** conduct relating to (for example) cheating in assessments.

Please read the **Student Code of Conduct** and the **Student Non-Academic Misconduct Policy** before completing this form. Ensure you are absolutely certain that you wish to formally make an allegation of misconduct and that you have attempted (or have been unable) to informally resolve the matter with the subject(s) of the allegation.

You are strongly encouraged to seek advice and guidance from your personal tutor.

Allegations made anonymously will not be accepted.

Section 1: Details of Reporting Student (your details)

Full Name:	
Address for Correspondence:	
Tel no:	
Email:	
For BSA students only:	
Programme of Study:	
Year of Study	



Section 2 – Details of student(s) against whom you wish to make an allegation of misconduct

Full name:	
Student's address(es) (if known):	
Student ID number(s) (if known):	
Programme of study (if known):	
Year of study (if known):	

Section 3: Details of Allegation by Reporting Student

Please provide details of the allegation of the misconduct you wish to report, the people involved and the impact this has had on you and/or others. Please ensure all relevant details are provided, e.g. details of witnesses, dates, times and locations of incidents. You may use an additional sheet if necessary.

--



Section 4: Desired Outcome

Please state the ideal outcome you are seeking. Although BSA will take this outcome into account, the decision regarding appropriate action and any sanctions applied to a particular student, will remain a matter for the School and, at the end of the process, you will be advised only if the Student Misconduct process has been invoked, and if so, the relevant action taken and sanctions imposed.

Section 5: Supporting Evidence

Please list the evidence you are enclosing in support of this allegation.



Section 6: Declaration

By signing this form you are declaring that:

- you have read and understood the Student Code of Conduct and the Student Non-Academic Misconduct Policy and Procedure
- to the best of your knowledge, this form contains a complete and accurate account of all the factors relevant to the allegation of misconduct that you are raising
- you understand that the contents of this form may be shared with the student(s) who is/are the subject of the allegation, or who is otherwise involved
- you consent to this information and supporting evidence being disclosed to the members of staff involved in the process
- if you are a BSA student, you are aware that making an allegation which is found to be frivolous, vexatious, unsubstantiated or defamatory, may be deemed to be a breach of the Student Code of Conduct.

Provided that the information has not already been disclosed as set out above, if you wish to withdraw the allegation and/or consent to any information being disclosed, you may do so at any time by sending an email to joe.spurgeon@bristolschoolofacting.com

Signed:

Date:

The completed form should be sent by email to joe.spurgeon@bristolschoolofacting.com

For office use only:

Date complaint received: