Concern Form

The **Concern Form** is to be used to raise a concern about a student at the University of Westminster.

Please ensure you have read the Guidance for Students Making a Complaint about another Student(s) on the Student Code of Conduct webpage before submitting this form. [Student code of conduct | University of Westminster, London](https://www.westminster.ac.uk/current-students/guides-and-policies/student-matters/student-code-of-conduct).

Concerns which do not relate to the conduct of another student should be reported using the way University’s Student Complaints Procedure [Student complaints | University of Westminster, London](https://www.westminster.ac.uk/current-students/guides-and-policies/student-matters/student-complaints)

The Student Code of Conduct and Student Disciplinary Regulations are available via the following website [Student code of conduct | University of Westminster, London](https://www.westminster.ac.uk/current-students/guides-and-policies/student-matters/student-code-of-conduct).

Anonymous allegations will not normally be accepted. We will need to disclose your name and a summary of the complaint to the student you have complained about so that they can respond to the allegations. If you are worried about any repercussions, please explain this on the form, and we will look at whether any measures can be put in place to address your concerns.

The University’s Student Disciplinary Regulations are intended to address misconduct rather than resolve disputes between individuals. Incidents which are not a potential breach of Student Code of Conduct will not be investigated under this process.

The University does not have the jurisdiction to be able to investigate a criminal act only the Police can do this.

Students are advised to consult the Student Union Advice Team for advice and support in relation to raising and pursuing their concerns: email [suadvice@westminster.ac.uk](mailto:suadvice@westminster.ac.uk) further information about the Advice Team can be read online: <https://www.uwsu.com/advice>

|  |
| --- |
| **Section A: Your Details** |

|  |  |
| --- | --- |
| Name |  |
| Student ID number |  |
| Course |  |
| E-mail address |  |

|  |
| --- |
| **Section B: Details about the student you wish to raise a concern against** |

Investigations may only proceed if the university is able to identify the student from the evidence available.

|  |  |
| --- | --- |
| Name |  |
| Course (if known) |  |

|  |
| --- |
| **Section C: Details of concerns** |

If the university decides that there is sufficient evidence of an alleged breach of the Student Code of Conduct, your statement and any evidence gathered will be provided to the responding student (the student the university decides to take disciplinary action against). Therefore, please only include information about the incident you are reporting. If additional information is required, you will be contacted.

You may be required to attend a meeting or hearing under the procedures; your role under the procedures will be as a ‘witness’ to the case.

Please explain clearly the incident / concern you wish to report including the following information:

* The dates relating to the incident / concern
* A description of the action taken by the university so far, if you have already raised the matter with an appropriate member of staff.

|  |
| --- |
|  |

|  |
| --- |
| **Section D: Redress** |

Please state clearly what redress you are seeking (e.g. an apology):

|  |
| --- |
|  |

|  |
| --- |
| **Section E: Supporting documentation** |

Please ensure that you submit all relevant documentation when you submit your concern form. This should include the following:

* *Evidence or other documentation which supports the concerns you are raising*
* *Emails or other correspondence in which you have already raised your concerns with an appropriate member of staff (if applicable)*
* *The response from staff who you reported your concern (if applicable)*

If you have enclosed any other documentation, please indicate the nature of the documentation (e.g. email correspondence):

|  |
| --- |
| **Section F: Further Information** |

|  |
| --- |
| Do you require any reasonable adjustments or additional support? If so, please give details. |

Please ensure that you have completed all sections of this form and enclosed all relevant supporting documentation.

Please submit your form and supporting documentation to your College:

* Westminster Business School – [wbscollegesupport@westminster.ac.uk](mailto:wbscollegesupport@westminster.ac.uk)
* Design, Creative and Digital Industries – [dcdicollegesupport@westminster.ac.uk](mailto:dcdicollegesupport@westminster.ac.uk)
* Liberal Arts and Sciences – [lascollegesupport@westminster.ac.uk](mailto:lascollegesupport@westminster.ac.uk)

Please sign below to confirm that the information you have provided is accurate to the best of your knowledge, and to indicate your consent for the information provided to be used as detailed above.

**Signature: Date:**