

REPORTING FOR A BREACH OF THE UNIVERSITY'S RULES OF BEHAVIOR

Use this form to report a person who you believe may have breached the Rules of Behavior; a list of the rules is available at: www.ieu.edu.ua

THINGS TO NOTE:

- Consider seeking support if you have been impacted by the behavior you're reporting. Sources of support are available at: www.ieu.edu.ua.
- To be able to report misconduct you either need to have witnessed it or be able to provide evidence that it took place. For physical misconduct, sexual misconduct and abusive behavior, someone who was impacted by the behavior must be willing to give an account of it and its impact.
- You can meet with the investigator before submitting a concern: email rector@ieu.edu.ua to arrange a meeting.
- If a police investigation is ongoing then the University will normally wait until the investigation and any criminal proceedings have been completed.
- If you're a student of the University and unhappy with the University's handling of your report will have recourse to the University's complaints procedure.
- This process can take several months but during this time you will be kept updated.

THE STAGES OF THE PROCEDURE ARE:**YOU SUBMIT A CONCERN FORM**

You will receive an email within 3 days confirming your form has been received

THE OFFICER OF DEAN'S OFFICE CONSIDERS WHETHER THE BEHAVIOR:

- appears to breach the rules of behavior
- would be most appropriately investigated under this procedure
- has not already been investigated.

AND IF SO, COMMISSIONS AN INVESTIGATION.

You will receive a letter via email confirming the decision and the reasons for the decisions, where an investigation is commissioned it will describe the next steps.

An investigation is conducted

You will normally be invited to meet with the investigator first and you will be able to bring someone to support you to the meeting. You can provide further evidence and/or an Impact Statement.

The Officer of the Dean's Office will consider the investigation report and:

- Dismiss the concern
- Uphold the concern and impose a minor sanction
- Refer the case to a Discipline Committee.

You will receive a letter via email confirming the decision and the reasons for the decision, where a case is referred to the Discipline Committee it will describe the next steps.

The Discipline Committee will meet to consider the investigation report, you may be requested to attend, and either dismiss the concern or uphold the concern and impose a sanction.

You will receive a letter via email confirming the decision and the reasons for the decision.

INFORMATION ABOUT YOU

Title:
First name:
Surname/family name:
Preferred pronounce (he/she/they etc.)
Are you a: <i>IEU student:</i> <input type="checkbox"/> <i>IEU staff member:</i> <input type="checkbox"/> <i>Visitor/member of the public:</i> <input type="checkbox"/>
ID card (if student or staff):
Contact email address:
Name/email address of a supporter to be copied into emails:
Do you need us to make reasonable adjustment:

INFORMATION ABOUT THE BEHAVIOR

Name of the person you wish to report:
Any other identifying information about the student (school, course):
Date that the behavior took place:
Rules that may have been breached:
Has the behavior been reported or investigated elsewhere (Department, school, police):
Names/details of potential witnesses (please do not contact them yourself):
Provide a description of the behavior that took place (you do not have to give a detailed account of the behavior, there will be opportunity for you to provide a full account later in the process): <hr/> <hr/> <hr/>

What would you like to happen as a result of your report (for example, that you receive no further contact from those involved – you do not have to answer this question if you're unsure):

Please describe any evidence that you have, which you want to be including in the investigation – submit this at the same time as the form (this should be evidence already available to you – you should not attempt to investigate the matter yourself):

STATEMENT

By signing the box below, I agree that:

- I have read the Student Discipline Procedure available at www.ieu.edu.ua;
- the information I have provided is accurate to the best of my knowledge;
- I consent to this information being shared with others in the University, where necessary, for the purposes of investigation and consideration, as stated in the Student Discipline Procedure.

Name: _____

Signature:
(typed is accepted) _____

Date: _____

Submit this form to rector@ieu.edu.ua.