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**STUDENT COMPLAINT FORM:**

**ALLEGATION OF UNACCEPTABLE BEHAVIOUR BY A MEMBER OF STAFF**

This form should be used by registered University of Bristol students to report unacceptable behaviour by a University of Bristol staff member.

**Please submit your completed form to the Student Complaints and Mediation Manager (SCMM) at** [**student-complaints@bristol.ac.uk**](mailto:student-complaints@bristol.ac.uk)

You can contact the SCMM for help and advice before submitting your report.

**Support available from the University**:

Please complete the [Wellbeing Request Support form](https://bristol.ac.uk/students/support/wellbeing/request-support/) and a member of the Student Wellbeing Service will be in touch.

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| **1. PERSONAL DETAILS** |
| **Full Name:**  **Student ID number:**  **School / Faculty:**  **Address for correspondence:**  **University email address:**  **Personal email address:**  **Telephone Number:**  Please indicate your **preferred method of contact** (in relation to this report only – all other communications with the university remain the same):  *In the case of a Group Complaint, please attach a list of complainants and their details on a separate sheet of paper.* |

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| **2. DETAILS OF THE PERSON YOU ARE REPORTING** |
| **Name of the member of University of Bristol staff - (if known):**  **Division/School/Department – (if known):** |

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| **3. DETAILS** |
| **Provide details of the complaint. Give as much detail as possible including the type of behaviour, what happened, date, time, location, people present and how you have been affected. Where possible present the events in chronological order.** |
| **Please set out the steps you have taken to address the matter informally prior to reporting.** |

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| **4. SUPPORTING EVIDENCE** |
| **When submitting the form please provide evidence wherever possible, including the names of any witnesses. Evidence may include photographs, copies of emails/text messages/messages on messaging services such as WhatsApp or Telegram, screenshots or comments/messages posted on social media. List below the evidence that you are providing:** |

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| **5. OUTOME BEING SOUGHT** |
| **Please suggest any outcome you are seeking.** |

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| **6. REPORTING THE INCIDENT ELSEWHERE** |
| **Have you reported the incident to a School, Faculty or another Service at the University?** |
| **Have you reported the incident to any external agent or service, such as the Police?** |

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| **7. DECLARATION** |
| **I declare that the information provided in this form is to the best of my knowledge true, and that I would be willing to answer further questions relating to it if necessary.**  **Signed:**  **Date:** |

More information about the disciplinary process is available here:

* [Report unacceptable behaviour](https://www.bristol.ac.uk/students/support/wellbeing/report-unacceptable-behaviour/how-to-report/)
* [Make a complaint | Current students | University of Bristol](https://www.bristol.ac.uk/students/support/complaints/)
* [Student-Complaints-Procedure.pdf (bristol.ac.uk)](https://www.bristol.ac.uk/media-library/sites/secretary/documents/student-rules-and-regs/Student-Complaints-Procedure.pdf)