**Form for the Investigation of Formal Complaints of Staff Misconduct**

This complaint form has been specifically designed for students to raise complaints about staff misconduct, as defined under the Human Resources Staff Disciplinary Policy.

Before completing this form, you should ensure you have read and understood the *Procedure for investigating student complaints of University staff misconduct* (the Procedure), particularly in relation to how the complaint will be handled and investigated, as well as limitations on information we may be able to share with you. This procedure is in support of the [University Complaints Procedure](https://www.york.ac.uk/about/departments/support-and-admin/sas/complaints/) and is to be used where appropriate for the specific concerns raised.

|  |  |  |  |
| --- | --- | --- | --- |
| Name of complainant (your name) |   | Student ID |   |
| Programme of Study *e.g. MSc Economics* |   | College |   |
| Address for correspondence |   | Contact telephone number |  |
| Email address |   | Date of complaint submission |   |

The information provided will only be used to investigate the complaint. Please be aware that the University will need to gather information about the matters raised and that this information may include sensitive personal details. Please refer to section 9 of the procedure for more information.

It is important to note that it is expected that any allegations will be shared with the staff member involved. If you are worried about this for any reason please let us know. There are policies in place to ensure students are not disadvantaged in any way for raising a complaint in good faith. Anonymous complaints are not normally permitted. Students may seek help with submitting their complaint from [York Student Union’s Advice & Support team](https://yorksu.org/advice-support).

For more information about raising a complaint, FAQs, and guidance on what will happen to your complaint please visit the [complaints webpages](https://www.york.ac.uk/students/help/appeals/). You can also look at the [Report and Support](https://reportandsupport.york.ac.uk/) pages for more information.

1. **Details of the staff member involved**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Department (or professional service), if known |  |
| Relationship to you (e.g. supervisor, tutor, lecturer) |  | Nature of misconduct (e.g. Bullying, Harassment, Professional Misconduct) |  |

**2.  Description of your complaint**

|  |
| --- |
| Please provide details of:1. The nature of the misconduct, along with dates, times and locations. If the misconduct took place on multiple occasions, please provide as much detail as you can of each event.
2. Any witnesses, staff or students, who may have seen what happened, or would otherwise be willing to corroborate events.
3. The impact, on you, of these actions.

There is more space at the end of the document if you need it.  |
|   |

**3.  Additional documents**

|  |
| --- |
| Please list any additional documents or other evidence you are submitting in support of your complaint.  |
|      |

**4. Action taken so far**

|  |
| --- |
| Please tell us if you have reported this matter before, either to the University or an external organisation, such as the Police. Please include:1. Who it was reported to
2. When it was reported
3. Any action taken as a result.
 |
|      |

**5.  Remedy**

|  |
| --- |
| Please tell us if there is anything you would like us to do in connection with this complaint. While we cannot commit to this, it is important to understand what remedy you expect from this complaint. N.B. If there is anything immediate you would like us to do, e.g. change supervisor, please state it here. |
|      |

Please send your complaint to the Complaints Team. E-mail: complaints@york.ac.uk

Please print your full name and date.

Your signature……………………………………….……………..

Date …………………………………………

By signing above, you confirm that the information you have provided is true and accurate to the best of your knowledge, and agree for us to investigate the complaint in line with our complaints procedure. You also agree for us to process and share your information for the purposes of investigating the complaint, in line with GDPR principles.
<https://www.york.ac.uk/records-management/dp/>