



## Code of Discipline for Students and PDRAs Concern Report form

### Use this form if:

- you are a member of the College; for the purposes of this procedure, “member of the College” includes current junior members *in statu pupillari* (student), PDRAs, staff, Fellows and College Officers;
- you believe there has been a potential breach of the Rules of Behaviour for Students and PDRAs as set out in the [Code of Discipline](#);
- you have been impacted by the behaviour you wish to report, or have witnessed the reported behaviour, or become aware of the reported behaviour through other means.

### Before completing this form you should:

- read the [Code of Discipline](#) and the Policy for handling personal information under the Code (Appendix 1);
- seek advice or support from a Tutor, the Senior Tutor, the Harassment and Discrimination Officer, or [the Student Advice Service](#), or another source of advice/support.

### You cannot use this form if:

- you are not a current member of the College;
- you are dissatisfied with the College’s action or lack of action, or the standard of services provided by or on behalf of the College, or you have a concern about the behaviour of College staff - use the [Student Complaints Procedure](#);
- you have a concern about a University matter – use the [University complaints procedure](#).

### Deadlines for registering a Concern:

- Concerns should be reported as soon as possible, ideally within one calendar month of the matter arising. Concerns reported after this time may be considered late;
- if you wish the College to consider a late Concern then you will need to include a valid reason and evidence for lateness in addition to your Concern. You will then be informed either that your reason for lateness has been considered valid or that your Concern is out of time.

### Things to remember when submitting a Concern:

- complete all sections of the form and include all evidence you wish to be considered by the College;
- submit all documents to [concern@trinhall.cam.ac.uk](mailto:concern@trinhall.cam.ac.uk);
- you will receive a response, by email, normally within 7 days confirming what action will be taken in the first instance;
- if you are unsure or have any questions about the procedure you can contact the Compliance Officer at [concern@trinhall.cam.ac.uk](mailto:concern@trinhall.cam.ac.uk).



**1. Complete your personal details**

<b>Surname/Family name:</b>				<b>Title:</b>	
<b>First/Given name(s):</b>					
<b>Email/CRSid:</b>					
<b>Status:</b> <i>(Please tick as appropriate)</i>	<b>Student</b>	<b>PDRA</b>	<b>Fellow/ College Officer</b>	<b>Staff</b>	
<b>Degree/Course of study:</b> <i>(Students only)</i>					
<b>Start date of course:</b> <i>(Students only)</i>				<b>Year of study:</b>	
<b>Tutor:</b> <i>(Students only)</i>					
<b>Department:</b> <i>(Staff only)</i>					

**2. Please indicate if you wish to declare that you are a vulnerable adult.** (If yes, please provide details of any evidence in support of this declaration.)

<b>Yes</b>		<b>No</b>	
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**3. Do you require reasonable adjustments to be made to this process or correspondence to be sent to an authorised representative because of your disability?** (If yes, please provide details of the adjustments or authorised representative and evidence of your disability.)

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**4. If your Concern is about a matter that took place over one calendar month ago, please confirm your reason for lateness** (you need to include evidence of your reason).

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**5. Please state the person(s) who is the subject of the Concern.**

**6. Please state clearly and concisely the nature and key points of the Concern you are reporting.** Describe what has happened to give rise to the concern and which rules of behaviour you believe may have been breached; include key events, dates and other details.

**7. Please provide a list of all items of evidence that you have submitted to be considered as part of the Concern, including any witness statements.** The evidence that you supply must be complete, relevant and proportionate.

Evidence	Author of Evidence	Date of Evidence	Relevance of Evidence

**8. Please state what outcome you are hoping to obtain through reporting a Concern:**



**9. Statement by Reporting Person**  
(please tick to indicate your agreement with each statement):

I have read and understood the <a href="#">Code of Discipline</a>	
I agree to the College handling my Concern and personal information in accordance with the Policy on the use of personal information under the Code of Discipline. This will include sharing a copy of my Concern with college members involved in the Concern, so that they can respond to all aspects of my concern.	
I confirm that any statement included in my report from someone supporting my Concern has been provided with the explicit consent of that person and their understanding that this information will be shared in accordance with the procedure.	
<i>For students only:</i> I agree that the College may inform my Tutor or Postgraduate Tutor that: <ul style="list-style-type: none"> <li>- I have reported a Concern; and</li> <li>- the outcome and reasons for the outcome of the Concern.</li> </ul> <i>(Consent should not be unreasonably withheld)</i>	
I understand that I should inform you immediately if any part of my Concern is being dealt with in a Court or Tribunal, or any other body.	
I declare that the information I have given on this form is true, correct and complete, to the best of my knowledge.	

<p><b>Signed:</b> _____</p> <p><b>Date:</b> _____</p>
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**Submit this form and all evidence to [concern@trinhall.cam.ac.uk](mailto:concern@trinhall.cam.ac.uk)**

*You will receive a formal acknowledgment of your Concern normally within 7 days.*