

DCU Disciplinary Committee

Submission of a complaint on the basis of the *Student Code of Conduct and Discipline*

Before completing this form, please read the Code of Conduct and Discipline

Please submit the completed form to the Office of the Chief Operations Officer, Albert College, DCU Glasnevin Campus or by email to: Fina.Akintola@dcu.ie as soon as possible after you have observed a possible breach of the Code. If possible, the form should be submitted electronically. If this is not possible, please ensure that it is completed legibly and in block capitals.

Section A – Details of the Complainant

First name Surname
Telephone number E-mail address
Home address
Work address
Study address
(Please indicate address(es) as appropriate)
Staff/student ID number (if relevant)

Section B – Broad Indication of Type of Offence Alleged (tick as appropriate)

Academic offence (breach of examination regulations, plagiarism, other) []
Fraud/misrepresentation []
Anti-social behaviour []
Bullying/associated activities []
Other (specify) []

Section C – Details of the Alleged Offence

Date on which alleged offence observed:

Location at which alleged offence observed:

Details of behaviour observed:

Names of other witnesses, if any and if known:

Name(s) of student(s), if known:

ID number(s) of student(s), if known:

Section C – Evidence

Do you have material evidence to support your complaint? Yes No

If yes, please provide it. If it is in electronic form, please e-mail it along with this form (provided the form is being e-mailed). If it is not in electronic form, please submit it to ... or indicate where it may be accessed.

Evidence may take the form of (tick as appropriate):

- Academic transcripts
- Details of programme academic structure
- Report (e.g. from IRIS)
- Documentation detailing prior communication with student
- Documentation detailing prior local sanction applied
- Photograph
- CCTV recording
- Other (please specify)

Signature of complainant¹

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Date on which complaint submitted

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¹ Electronic, if possible. If not possible, the form should be submitted in hard copy and include a written signature.