**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**](mailto: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 Office**

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 complainant[[1]](#footnote-1)**

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**Date on which complaint submitted**

…………………………………………………………..

1. Electronic, if possible. If not possible, the form should be submitted in hard copy and include a written signature. [↑](#footnote-ref-1)