****

**STUDENT DISCIPLINARY COMPLAINT FORM**

Please note that the University treats all information provided with strict confidence.

Please read the University Student Disciplinary procedures before submitting this form.

Please download this form, complete it and submit to the University Disciplinary Officer at studentdisciplinary@tudublin.ie

|  |  |
| --- | --- |
| **Section 1 – Complainant’s Details** |  |
| Name: |  |
| Student Number (where applicable): |  |
| Address (for correspondence): |  |
| Telephone Number: |  |
| Email: |  |

|  |  |
| --- | --- |
| **Section 2 – Details of Student(s) against whom the Complaint is being made** |  |
| Name: |  |
| Student Number (if known): |  |
| School  |  |
| Programme: |  |
| Year/Stage: |  |

|  |  |
| --- | --- |
| **Section 3 – Details of Allegation** |  |
| Specify the nature of the complaint: |
| Date(s) on which alleged incident(s) occurred: |
| Location(s) at which alleged incident(s) occurred: |

|  |  |
| --- | --- |
| **Section 4 – Documentary Evidence** |  |
| Please list any supporting evidence that you are attaching to this document. Please keep a copy of all supporting evidence you submit. |

|  |  |
| --- | --- |
| **Section 5 – Details of Witnesses** |  |
| Please provide name(s) and contact details (including telephone number and email address) for any witnesses to the complaint/allegation: |

|  |  |
| --- | --- |
| **Section 6 – Declaration and Signature**  |  |
| In relation to the General Data Protection Regulation (GDPR) 2016, the TU Dublin Policy is available at: [Data Protection Policy | TU Dublin](https://www.tudublin.ie/explore/gdpr/data-protection-policy/)I understand that the above personal data is circulated to relevant TU Dublin staff, as outlined in TU Dublin’s Student Disciplinary Procedures, found at: [Academic Policies | TU Dublin](https://www.tudublin.ie/explore/about-the-university/academic-affairs/academic-policies/) for the purposes of investigating this complaint and communicating with me regarding the complaint. I understand that Student Disciplinary Complaint forms may be retained on file as per Section 9 of the above Student Disciplinary Procedures.I am aware that the details of the complaint will be shared with the responding student.   |
| Signature (Complainant):  |  |
| Date: |  |