# **UNIVERSITY OF CAMBRIDGE**

### **Reporting Harassment and Sexual Misconduct**

**Use this form if you are a student** of the University of Cambridge who has experienced any kind of harassment or sexual misconduct where;

* the person causing the harassment or sexual misconduct was a student or staff member of the University of Cambridge;
* you wish to report the behaviour to the University for action to be taken.

**Before completing this form:**

* **read the information** about what will happen and who will see a copy of this form at: <http://www.studentcomplaints.admin.cam.ac.uk/reporting>;
* **seek advice** or support from your College, the [Sexual Assault & Harassment Advisor](https://www.counselling.cam.ac.uk/sexual-assault-and-harassment-advisor), the [Students’ Unions’ Advice Service](https://www.studentadvice.cam.ac.uk/) or from another source;
* if you have any questions contact OSCCA@admin.cam.ac.uk, or 01223 764971.

**What is harassment?**

The University defines harassment as single or repeated incidents involving unwanted or unwarranted conduct towards another person which it is reasonable to think would have the effect of (i) violating that other’s dignity or (ii) creating an intimidating, hostile, degrading, humiliating, or offensive environment for that other.

Harassment may be verbal, psychological, or physical, in person or via a virtual platform, or through other methods of contact. It can include bullying or discriminatory behaviour, including offensive comments, verbal abuse and non-verbal actions.

* repeatedly following another person without good reason;
* .

**What is Sexual Misconduct?**

University defines sexual misconduct as including the following (whether it is within a sexual or romantic relationship, whether any consent to a sexual activity has been given previously and then withdrawn, whether the behaviour happens physically or virtually):

* touching inappropriately through clothes without consent;
* kissing without consent;
* sharing private sexual materials of another person without consent;
* someone inappropriately showing sexual organs to another person;
* attempting to or engaging in sexual intercourse or a sexual act without consent;
* repeatedly following another person without good reason;
* .

**Things to remember when submitting the form:**

* submit your form to OSCCA@admin.cam.ac.uk;
* you will receive an email within 2 days, offering a meeting with you to confirm the next steps. Alternatively, these can be communicated to you by email.
* the University can put in place precautionary action whilst an investigation is ongoing to prevent contact between you and the person you are reporting.

Possible next steps after you submit this form

Report of **staff** misconduct

Report of **student** misconduct

You are offered a meeting with OSCCA to discuss the action that can be taken

(if you would like a meeting prior to submitting this form, contact OSCCA)

**Student Complaint Procedure**

This starts an investigation which may include HR processes relevant to the staff member. You will receive a formal outcome and remedies/penalties can be provided/imposed.

**Student Disciplinary Procedure**

This can lead to the University making a formal finding of harassment and imposing penalties on the other student

**Student Harassment & Sexual Misconduct Procedure**

This enables you to limit your interaction with another student by agreement, without a formal investigation, finding or record

**Your contact information**

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| --- | --- |
| **Title:**  |  |
| **First/Given name(s):** |  |
| **Surname/Family name:** |  |
| **College:** |  |
| **Email/CRSid:** |  |
| **University Student Number:** |  |  |  |  |  |  |  |  |  |
| **Degree/Course of study:** |  |
| **Start date of course:** |  | **Year of study:** |  |
| **Dept/Faculty:** |  |

**Specify the student(s) or staff you are reporting, and department if known:**

**1**. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2.** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**1. Set out the details of the harassment or sexual misconduct, include dates and factual details where possible.** Please be aware that, with your consent, this form may be shared with the people you have reported so include as much or as little detail as you wish, there will be other opportunities for you to provide further information.

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**2. State what action (if any) has taken place since the events you have described.**

For example, have you had any contact with the other people involved, have you reported the matter to your College or anyone else?

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**3. Please provide the name and email address of a supporter, if you would like us to copy them in to any correspondence we send you.** A supporter could be your College Tutor, the [Sexual Assault and Harassment Advisor](https://www.counselling.cam.ac.uk/sexual-assault-and-harassment-advisor), another College or University staff member, an advisor from the [Students’ Unions’ Advice Service](https://www.studentadvice.cam.ac.uk/) or someone else.

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**4. Please provide any other information that you would like to make the University aware of.** There is no need to complete this box and there will be other opportunities for you to provide further information.

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#### **5. Statement by student (please tick to indicate your agreement with each statement):**

|  |  |
| --- | --- |
| * I have read the information available on the webpage: [www.studentcomplaints.admin.cam.ac.uk/reporting](http://www.studentcomplaints.admin.cam.ac.uk/reporting)
 |  |
| * I understand that the University may need to handle personal details about me, which could include sensitive information, in order to deal with my report effectively. This will include the Office of Student Conduct, Complaints & Appeals, Human Resources (for reports of staff), an investigator and decision-makers viewing the information I have provided. I am aware that no information about this report will be recorded on my student record and my information will be handled in line with the Policy on the use of Personal Information.
 |  |
| * I understand that the University is likely to confidentially provide the details of this form and any evidence to the person I have reported and their Senior Tutor (for students) or their Head of Department (for staff). I understand that before this happens I will be informed of what information the person(s) will receive and when this will take place.
 |  |
| * I agree to the University informing my Senior Tutor that I have submitted this form so that they can ensure I am receiving support (**This is optional, do not tick this box if you do not wish for the University to inform your Senior Tutor**).
 |  |
| * I confirm that the information I have given on this form is true, correct and complete, to the best of my knowledge.
 |  |
| **Signed** (typed signature accepted): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Submit your completed form to** **OSCCA@admin.cam.ac.uk**