# **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 investigation and for action to be taken.

**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 behaviours (whether or not within a sexual or romantic relationship, whether or not consent to some form of sexual activity has been given or then withdrawn, whether or not the behaviour happens physically or virtually):

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

**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) or the [Students’ Unions’ Advice Service](https://www.studentadvice.cam.ac.uk/) or another source of advice/support;
* contact the Office of Student Conduct, Complaints & Appeals (OSCCA) at [OSCCA@admin.cam.ac.uk](mailto:OSCCA@admin.cam.ac.uk), or 01223 765440 if you have any questions or would like more information about the process.

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

* Submit your form to [OSCCA@admin.cam.ac.uk](mailto:OSCCA@admin.cam.ac.uk);
* You will receive an email, offering a meeting with you to confirm the next steps. Alternatively, these can be communicated to you in a letter.

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

**Student Disciplinary Procedure**

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

**Student Harassment & Sexual Misconduct Procedure**

This enables you to limit your interaction with another student by agreement, without any finding of harassment

**Student Complaint Procedure**

Where relevant, this may include HR processes relevant to the staff member.

**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. Try and include dates and factual details where possible. Please be aware that if an investigation takes place this information may be shared with the people you have reported.** Provide as much detail as you wish, there will be other opportunities for you to provide further information if you wish.

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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 from whom you are seeking support.

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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):**

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| * 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, 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 provide the details of the report to the person I have reported and their Senior Tutor (for students) or their Head of Department (for staff). I understand that 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 about my report so that they can ensure I am receiving appropriate 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**: \_\_\_\_\_\_\_\_\_\_\_\_\_ | |

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*Form issued by*: Office of Student Conduct, Complaints and Appeals, 4 Mill Lane, Cambridge CB2 1RZ [*08/2018*]