

Student Disciplinary Form



This form should be used to allege incidents of Misconduct in the context of activities engaged in by a student of the University. Before submitting this complaint please ensure you have read the Student Disciplinary Procedure which is available at <https://my.sunderland.ac.uk/display/AS/Student+Casework>

1. Student details (to be completed by or on behalf of the person making this complaint)

Family Name/Surname	
Forename(s)	
Student Registration Number	
Term-time address or address to which you wish replies to be sent	
Programme	
Level	
Contact Number	
Email Address	

2. Formal complaint (Details of your complaint)

(a) Please **summarise** your complaint here. If you have more than one issue of complaint you must separate these out.

Date of event/incident	Details of the Complaint	Who witnessed this event/what supporting material if any do you have?

3. Informal complaint details (to be completed by or on behalf of the person making this complaint)

Where you have already sought a remedy by informal means (by contacting a member of staff who was best able to deal with you complaint), please provide the following details and include copies of any correspondence.

Date of initial complaint	
To whom was the complaint made	
Explain how your complaint was dealt with.	

Why do you remain dissatisfied

4. Desired outcome

What are your expectations of the University of Sunderland in dealing with complaint? What is your desired outcome?

5. Equal opportunities

Are you Male, female, other please specify or prefer not to say:

Do you consider yourself disabled in any way? Yes No

Please indicate the ethnic group which you feel describes your ethnic origin:

Arab		Asian or Asian British - Indian		Black or Black British - African		Black or Black British - Caribbean	
Asian or Asian British - Bangladeshi		Asian or Asian British - Pakistani		Chinese		Gypsy or Traveller	
Irish Traveller		Mixed - White and Asian		Mixed - White and Black African		Mixed - White and Black Caribbean	

White		White - English, Welsh, Scottish, Northern Irish, British		White - Irish		White - Scottish	
Other Asian background		Other Black background		Other mixed background		Other White background	
Not known		Prefer not to say					

Signature:

Date

Please return your complaint form to:
University of Sunderland,
Student Casework, Level 1.
The Gateway Building,
City Campus, Chester Road,
Sunderland,
SR1 3SD



**University of
Sunderland**

Or email studentcasework@sunderland.ac.uk