

Guide to Completing the Student Misconduct Incident Report

This guide is intended to assist those completing Student Misconduct Incident Report Forms. The Student Code of Conduct sets out the University's expectations regarding the standard of conduct it expects of all its students. The Student Discipline Procedure outlines the steps that will be followed when Student Misconduct Incident Reports are received. You may find it helpful to refer to these documents when completing the form. You may also wish to refer to FAQs and the Information for Staff section of the Student Conduct webpage for additional information. A copy of the Student Conduct Process Flowchart can be viewed at **Appendix 2**.

SCOPE

The Student Code of Conduct should be referred to when completing a Student Misconduct Incident Report Form. Sections 2 and 3 of the Code lists categories of behaviour that are not acceptable. The form requires the selection of the relevant categories of misconduct, which are organised under the following headings:

- **Academic Misconduct: Plagiarism** - for School Academic Integrity Committees to report incidents of alleged plagiarism. The definition and examples of plagiarism is outlined in section 2.1 of the Student Code of Conduct.
- **Academic Misconduct: Other** - for reporting other categories of academic misconduct which may include allegations of cheating in an examination or test. A list of examples is provided in section 2 of the Student Code of Conduct.
- **General misconduct** - for reporting incidents of general misconduct which may include any behaviour that that adversely impacts the University or members of the University community, or which disrupts the orderly and responsible conduct of any University activity, or which breaches any rules of the University. A list of examples is provided in section 3 of the Student Code of Conduct.

Bullying, harassment and sexual misconduct

Section 3.3. of the Student Code of Conduct: violent, abusive, threatening, offensive or unacceptable behaviour, including bullying, harassment sexual misconduct and sexual harassment. Those experiencing bullying, harassment or sexual misconduct by students should refer to the UCD Dignity and Respect website in the first instance, where there is information about supports and options available to address such unacceptable behaviour, including the process for making a formal complaint.

DESCRIBING ALLEGED MISCONDUCT

When describing alleged incidents of student misconduct, it is important to focus on the facts relating to the event. Describe incidents and events in chronological order including dates, times and details of any subsequent actions taken. Documents with evidentiary value should be appended to the form, see section 2. The incident should be described in a clear and concise manner.

Information relating to the alleged incidents of misconduct can sometimes be sensitive and difficult in nature, especially when the person submitting the report has been personally impacted by the event. However, it is important that the Student Discipline Procedure is administered in a fair and unbiased manner. Incident reports are routinely shared with the respondent student as part of the open and transparent procedure. Personal opinions or judgements relating to the reported incident should not be included and it is recommended that a neutral tone is adopted.

SUBMITTING EVIDENCE AND SUPPORTING DOCUMENTS

Sometimes incidents are complex and include a high volume of supporting documentation, so it is important that any supplementary material and evidence that is submitted with the form is listed in the report with the corresponding material that are numbered and titled accordingly. This helps to ensure that those reviewing the case, such as the Dean of Students and Student Disciplinary Committees can follow the events described and cross reference the submitted evidence easily.

DATA PROTECTION

When reporting incidents, you should bear in mind the University's obligations under GDPR.

Personal data shared and processed under the Student Discipline Procedure should be minimised to only include the information necessary to effectively administer the procedure. Extraneous personal data should be excluded from the report. This may require the redaction of information in supporting documents to remove data that is not relevant to the case or the personal data of other parties, e.g., the names or images of other students. Where there is more than one student involved in an alleged incident of misconduct, separate reports are required and reference to other students should not include names. For example, the terms such as student 1 and 2, or student A and B could be used. We cannot edit or adjust evidence that has been submitted with incident reports forms, therefore documentation that has not been appropriately redacted may need to be returned for amendment.

A guide to redacting documents has been included in **Appendix 2**. If you have any queries in relation to submitting Student Misconduct Incident Report Forms and GDPR please contact us.

FURTHER GUIDANCE ON THE PROCESS

Staff of the Student Engagement, Conduct and Complaints and Appeals (SECCA) team are available to advise on the Student Discipline Procedure. Queries or requests for guidance on the process should be directed to student.conduct@ucd.ie Please note, in providing advice relating to the process we cannot make any judgements or take decisions in relation to specific alleged incidents of misconduct.

Appendix 2

Guide to redacting documents using Adobe Acrobat Pro 2017

- Open Adobe Acrobat Pro
- Go to File -> Open -> Select Document to be Redacted
- When document opens, select 'Tools' from the toolbar at the top
- Scroll down to the 'Protect and Standardize' section
- Select 'Redact'
- Click on 'Mark for Redaction' from the toolbar at the top
- Select 'Text and Images' from the dropdown menu
- Use the mouse/mousepad to highlight the text for redaction
- Select 'Apply' from the toolbar at the top
- You will receive notification that text will be permanently deleted; click 'ok'
- You will receive the option to remove hidden information; click 'ok'
- Tool will search for hidden information and highlight. Select 'ok'.
- Save document once redaction completed – it will default to filename_redacted

Appendix 1

Student Conduct Process Flowchart

Please refer to the [Student Discipline Procedure](#) for detailed procedures

