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Community living report form

Use this form to report a University of Bristol students' unacceptable behaviour in the community.

Submit your completed form to: [community-living@bristol.ac.uk](mailto:community-living@bristol.ac.uk)

We will try to resolve the issues informally. But some reported behaviour may result in formal action being taken. This will follow the Local Rules and Regulations of the [University Student Disciplinary Regulations](https://www.bristol.ac.uk/media-library/sites/secretary/documents/student-rules-and-regs/Student-Disciplinary-Regulations.pdf).

## What happens to your details

We cannot take action against a student if it’s reported anonymously (unless there is another way to verify the issue).

Your personal details will only be stored and used to:

* investigate complaints, and
* take disciplinary actions.

Usually, if you make a complaint, your name is protected and not shared with students. However, it may become necessary to provide your name to a student. This would be part of the later stage of the formal disciplinary process. In this situation, you will be asked for consent before we share this information.

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| 1. Your personal details |
| Your full name(s):  Address:  Landline or mobile telephone number:  Email address:  The University will communicate with you about your report by email. |

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| 2. Details of the student(s) you are reporting |
| Provide details of all student(s) involved. We need to identify all the students involved in the incident.  House address (if known):  Student name(s) (if known):  If neither name nor address is known, provide a description of the student(s) involved. Be as detailed as you can: |

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| 3. Nature of report |
| Select all that apply:   * Too much noise or gatherings that are disturbing you/ the community. * Behaviour that is   + violent   + threatening   + rude   + disruptive   + inappropriate   + bullying   + harassment * Online or in-person language, spoken or written which has caused upset or distress ☐ * Other (briefly specify) ☐ |

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| 4. Details |
| Tell us what happened. Give as much detail as you can. Include:   * events * date * time * location * people present * how you have been affected by the incident.   Where possible present the events in chronological order. |

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| 5. Reporting the incident elsewhere |
| Describe any steps you have taken to address the matter informally prior to this form. Have you reported the incident to any agent or service, such as the landlord, or the police? |

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| 6. Supporting evidence |
| Please provide evidence of the incident wherever possible, including the names of any witnesses. Evidence may include:   * photographs * copies of emails * screenshots or comments/messages posted in social media.   List below the evidence that you are providing: |

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| 7. Outcome being sought |
| Suggest any outcome or further action you are seeking. We will let you know if your preferred outcome is possible or not. |

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| 8. Declaration |
| I declare that the information provided in this form is to the best of my knowledge, and that I would be willing to answer further questions relating to it if necessary.  Signed:  Date: |

More information about the reporting student behaviour can be found on our [Complaints about student behaviour](https://www.bristol.ac.uk/accommodation/community/complaints.html) page.