



## STUDENT NON-ACADEMIC MISCONDUCT INCIDENT REPORT FORM

Complete this form for each student involved in alleged Non-Academic Misconduct.

Date of Lodgement	/	/
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REPORTED BY:				
Title:	Mr. <input type="checkbox"/>	Ms. <input type="checkbox"/>	Mrs. <input type="checkbox"/>	Other:
Full Name:				
Position:				

### IDENTIFYING NON-ACADEMIC MISCONDUCT AND REPORTING

STUDENT DETAILS:				
Title:	Mr. <input type="checkbox"/>	Ms. <input type="checkbox"/>	Mrs. <input type="checkbox"/>	Other:
Family Name:				
Middle Name:				
Given Name(s):				
Other students involved (Student ID and name Only)				

NON-ACADEMIC MISCONDUCT	
Type of Misconduct:	<input type="checkbox"/> Disturbance of academic activities (face to face or online) that interferes with the freedom of a student or limits the capacity of an academic staff member to fulfil their duties. <input type="checkbox"/> Other disturbances in any Kent venue or during a non-academic Kent activity. <input type="checkbox"/> Disregard of Kent or Internship Host rules <input type="checkbox"/> Disregard of Kent Code of Conduct. <input type="checkbox"/> Unsafe behavior on Kent premises or during Kent activity. <input type="checkbox"/> Offensive behaviour. <input type="checkbox"/> Smoking on Kent property or during a Kent Activity. <input type="checkbox"/> Disrespect to Kent staff or other students (including via social media or other online activities).

	<input type="checkbox"/> Disrespect to members of the public when acting on behalf of Kent (e.g. professional experience supervisors).  <input type="checkbox"/> Bullying or harassing behavior, including (but not limited to) cyber-bullying, assault, intimidation or displaying aggression towards others at any time during academic activities, when representing Kent publicly or when on campus.  <input type="checkbox"/> Interfering with, causing willful or negligent damage to, or defacing any Kent Property.  <input type="checkbox"/> Theft of Kent property or any personal property from other individuals or organisations on Kent property.  <input type="checkbox"/> Attending Kent premises and/or activities (including academic and non-academic activities) under the influence, or being in possession of alcohol, drugs or any other prohibited substance.  <input type="checkbox"/> Attending Kent premises or activities (including academic and non-academic activities) with weapons or items likely to cause harm or intimidation to others at any time.  <input type="checkbox"/> Discriminating behaviour on the grounds of gender identity, sexual orientation, marital, parental or carer status, pregnancy, breastfeeding, age, physical features, impairment, race, ethnicity, political or religious belief or activity, or industrial activity.  <input type="checkbox"/> Fraudulent or intentionally deceptive activity.  <input type="checkbox"/> Violent and/or aggressive behavior.  <input type="checkbox"/> Other, please specify:
<b>Date of Incident:</b>	
<b>Place of Incident:</b>	
<b>Details of incident:</b>	
<b>Supporting Documentary Evidence Submitted</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <b>List Documents:</b> 1. 2.

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## REVIEW OF CASE

To be completed by the Student Services Manager. (Refer to Section 2.2 of the Non-Academic Misconduct Policy and Procedures)

<b>Does the incident reported constitute non-academic misconduct?</b>	<input type="checkbox"/> <b>No</b> – Dismiss allegation and refer to other Policy & Procedure if applicable. <input type="checkbox"/> <b>Yes</b> – Invite student to respond to the allegations in writing. Maintain record on the Kent Student Information System (SIS).
<b>Manager Student Services Review of Case Outcome:</b>	<b>Student Response:</b> <input type="checkbox"/> Student did not provide a written response. <input type="checkbox"/> Date of Receipt of Student Written Response:    /    /  <b>Recommended Outcome</b> <input type="checkbox"/> Dismiss the Case <input type="checkbox"/> Recommend a penalty and/or further action to the Executive Manager, Student and Campus Services  <b>Proposed Penalty:</b> <input type="checkbox"/> reprimand the student <input type="checkbox"/> impose a probationary enrolment, provisional on the student's good behaviour <input type="checkbox"/> suspend the student from accessing or using all or any specified Kent facilities or services for a specified period not exceeding six months <input type="checkbox"/> refuse or cancel credit for any course <input type="checkbox"/> refuse an application for admission or readmission <input type="checkbox"/> exclude the student and report students holding an International Student Visa to the Department of Home Affairs (DHA) <input type="checkbox"/> refer the case to authorities <input type="checkbox"/> recommend the revocation of an award to Governing Board. <input type="checkbox"/> Other, please specify:  <b>Comments:</b>

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**CASE OUTCOME**

<b>Executive Manager, Student and Campus Services assessment Outcomes:</b>	<b>Outcome</b> <input type="checkbox"/> Uphold Non-Academic Misconduct <i>(Penalty Imposed section to be completed)</i> <input type="checkbox"/> Dismiss the Case
<b>Penalty Imposed on Student and timeframe</b>	<input type="checkbox"/> Reprimand the student; <input type="checkbox"/> Impose a probationary enrolment, provisional on the student's good behaviour; <b>Duration:</b> <input type="checkbox"/> Suspend the student from accessing or using all or any specified Kent facilities or services for a specified period not exceeding six months; <b>Details of facilities/ services:</b> <b>Duration:</b> <input type="checkbox"/> Refuse or cancel credit for any course: <b>Unit Name:</b> <input type="checkbox"/> Refuse an application for admission or readmission; <input type="checkbox"/> Exclude the student and report students holding an International Student Visa to the Department of Home Affairs (DHA); <input type="checkbox"/> Refer the case to authorities; <b>Details of Referral:</b> <input type="checkbox"/> Recommend the revocation of an award to Governing Board; <input type="checkbox"/> Other, please specify:

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**PENALTY IMPLEMENTATION**

<b>Date Actioned:</b>	
<b>Staff Member:</b>	
<b>Follow up:</b>	

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## RECORDING AND REPORTING CHECKLIST

- Student advised of allegations and provided opportunity to respond in writing.
- Student response, if provided, recorded on Kent Student Information System (SIS);
- Student provided with written outcome and information regarding right to appeal in accordance to the Kent Complaints and Appeals Policy and Procedure;
- Case recorded in the Non-Academic Misconduct Case Register.
- An entry of Non-Academic Intervention (type: Non-academic misconduct) has been created in SIS, including all supporting evidence.

<b>Staff Member's Signature:</b>	<b>Date:</b> /     /
<b>Position:</b>	