

RADA

Royal Academy of Dramatic Art

ALLEGATION OF STUDENT NON-ACADEMIC MISCONDUCT FORM

This form is for use by students, staff and other reporting individuals and should only be used if you wish to make an allegation of non-academic misconduct against other RADA students – ie misconduct relating to general attitude, behaviour, actions etc and **not** conduct relating to cheating in assessments.

Please read the [Student Code of Conduct](#) and the [Student Non-Academic Misconduct policy](#) before completing this form. Ensure you are absolutely certain that you wish to formally make an allegation of misconduct, and that you have attempted (or have been unable) to informally resolve the matter with the subject(s) of the allegation.

You are strongly encouraged to seek advice and guidance from members of your course team and/or the Student Wellbeing team.

Allegations made anonymously will not be accepted.

You may also report concerns (including anonymous reports) about the conduct of other RADA students via the [Report A Concern](#) facility.

Section 1: Details of Reporting Student (your details)

Full Name:	
Address for Correspondence:	
Tel no:	
E-mail:	
For RADA students only:	
Student Number:	
Programme of Study:	
Year of Study	

Section 2 – Details of student(s) against whom you wish to make an allegation of misconduct

Full name:	
Student's address(es) (if known):	

Student number(s) (if known):	
Programme of study (if known):	
Year of study (if known):	

Section 3: Details of Allegation by Reporting Student

Please provide details of the allegation of misconduct that is being raised against the RADA student(s), and the impact that this has had on you. Please ensure all relevant details are provided, e.g. the identities of witnesses and the date, time and place of the incident(s). You may use an additional sheet if necessary.

--

Section 4: Desired Outcome

Please state the outcome you are seeking. You should note that, although the Academy will take your desired outcome into account, the decision regarding any appropriate sanction or penalty imposed on a student will remain a matter for the Academy and that, at the end of the process, you will be advised only whether the Student Misconduct process was invoked and, if so, whether a sanction was imposed, without further details.

--

Section 5: Supporting Evidence

Please list the documentation attached in support of the allegation.

--

Section 6: Declaration

By signing this form you are declaring that:

- you have read and understood the Student Code of Conduct and the Student Non-Academic Misconduct Policy and Procedure
- to the best of your knowledge, this form contains a complete and accurate account of all the factors relevant to the allegation of misconduct that you are raising
- you understand that a copy of this form may be provided to the student(s) who is/are the subject of the allegation, or who is otherwise involved
- you consent to this information and supporting evidence being disclosed to the members of staff involved in the process
- if you are a RADA student, you are aware that making an allegation which is found to be frivolous, vexatious, unsubstantiated or defamatory may be deemed to be a breach of the Student Code of Conduct.

Provided that the information has not already been disclosed as set out above, if you wish to withdraw the allegation and/or consent to any information being disclosed, you may do so at any time by sending an email to elizabethtimms@rada.ac.uk

Signed:

Date:

The completed form should be sent by email to elizabethtimms@rada.ac.uk

The Student and Academic Services team can provide advice on the Student Code of Conduct and the misconduct policy and procedure and to whom this form should be sent.

For office use only:

Date complaint received: