



## Harassment and Violence Incident Report Form (for students)

**The Harassment and Violence Incident Report Form** (the “Form”) is used to officially report to the University, harassment or violence cases (including sexual misconduct, assault and violence) committed by one member of the University whether student/staff/faculty (“the Accused Party”) on a student (“You”/“the Reporting Party”), for the purpose of initiating disciplinary procedures. In the event that the Accused Party is a staff or faculty member, the allegations will be handled by the School and the University’s HR department.

### Form filling instructions and notes

- a) Fill in details to the best of your knowledge.
- b) You may choose to leave some sections blank.
- c) After submitting the form, you can opt to continue with the formal process. If so chosen, an investigation into the allegations will be conducted.
- d) This Form represents your official statement of account to investigators. You can also further speak with investigators, if desired.
- e) This Form will be shared with the Accused Party to officially inform him/her/them of the allegations.
- f) It is important to note that if you choose not to identify yourself on the Form, and remain anonymous, the university **will not** be able to conduct an investigation. Anonymous reports will be accepted for information only. The University is only able to initiate an investigation if the Reporting Party is willing to be made known to the Accused Party, for the purpose of validating the reported allegation(s) made against him/her/them.

### Definition of Terms in the Form

#### **1. Reporting Party**

The Reporting Party is the individual subjected to harassment or violence, and who has chosen to formally report to the University. After the form is submitted, the following information will be redacted so that the Accused Party will not receive the Reporting Party’s details: email address, contact number and School.

#### **2. Accused Party**

The Accused Party is the individual who is alleged by the Reporting Party to have committed the harassment or violence act. If there is more than one Accused Party for the same incident, please note that in the Incident Information section.

#### **3. Incident Information**

Describe the incident that occurred in this section.

The more details provided in this section, the fewer questions investigators may need to ask you during the investigation process. If there is more than one incident related to the same Accused Party, please indicate this in the incident description. If there were witnesses who have knowledge of the incident/s, you may wish to include them in the investigation. However, witnesses must consent to participate in the investigation.

#### **4. Supporting Documentation**

Supporting documentation may include, but is not limited to: photos, videos, e-mails, text messages and/or screenshots of online material. If you submit supporting documents, this will be shared with the Accused Party at the time he/she/they are informed of the allegation and receives a redacted copy of this Form.

#### **5. Outcome**

In this section, describe what actions you desire to be taken as a result of this process. This may include requests for information on specialist support, a disciplinary response, and/or no contact arrangements/orders.



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### How to submit the Form

Submit the completed Form to [Voices@SMU](mailto:Voices@SMU) via email, mail or in person. The various submission methods are listed at the end of the Form.

### What happens next?

#### Reporting Party

Before an investigation begins you will be asked to attend a meeting with a Student Support Officer from [Voices@SMU](mailto:Voices@SMU). During this meeting, the procedure being followed will be explained to you, and details of your allegation will be confirmed.

At this meeting, you will have the opportunity to confirm whether you want to move forward with the formal report. If you choose to do so, preliminary investigations will be undertaken as quickly as possible and will normally begin within 5 working days of that meeting.

The University will hold an Initial Review Meeting to consider any non-judgmental precautionary measures necessary to support you, the Accused Party and other parties involved whilst investigations take place.

You may be asked to attend a meeting with the investigators. You may be accompanied by a supporter who is either a Student or SMU staff in the University, or an appropriate person recommended by [Voices@SMU](mailto:Voices@SMU). The supporter must not be a family member of the student or qualified legal practitioner.

#### Accused Party

The Accused Party will receive written notification of the allegation(s) made against him/her/them, informed of the procedure being followed, and asked to attend a meeting with the investigators. At this meeting, the procedure being followed will be explained, and the details of the allegation(s) made against him/her/them will be confirmed.

The Accused Party will be given full and fair opportunity to explain or present their version of events in response to the allegation(s).

#### Reporting and Accused Parties

Both parties will be informed of the outcome of the investigations, if the investigators determined that a breach of the SMU Student Disciplinary Code has occurred, and if further action will take place.

Please refer to the [SMU Student Disciplinary Code](#) for full details of the process.

**[Voices@SMU will provide assistance from the time you make the report, until the final processes of resolution are in place, or until you inform staff that support is no longer required.](#)**



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Please refer to the guidance on pages 1-2 of this document before completing this form.

<b>1. Reporting Party</b>	
<b>Name</b>	
<b>Campus ID</b>	
<b>Email Address</b>	
<b>Phone</b>	
<b>Gender</b>	
<b>School</b>	
<b>2. Accused Party</b>	
<b>Name</b>	
<b>Gender</b>	
<b>Relationship to Reporting Party</b>	(e.g. friend, peer, partner, stranger, etc.)
<b>Affiliation with Singapore Management University</b>	(e.g. student, staff, other) if known
<b>School</b>	
<b>3. Incident Information</b>	
<b>Date and Time of Incident</b>	
<b>Please provide a description of the incident.</b>	(add more pages if necessary)



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<b>Please provide the details of any witnesses to the incident.</b>	
<b>Have you told anyone about this incident?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, who:
<b>Have you notified the police?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> I would like more information on this option.
<b>4. Supporting Documentation</b>	
<b>Are you submitting supporting documentation?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please describe:
<b>5. Outcome</b>	
<b>What actions do you desire from this process?</b>	

**Signature:** \_\_\_\_\_

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

Please submit any supporting documentation with this form. Please forward this completed form to Student Support Officer in [Voices@SMU](mailto:Voices@SMU).

By email:  
[voices@smu.edu.sg](mailto:voices@smu.edu.sg)

By mail:  
Student Services Hub  
Li Ka Shing Library  
70 Stamford Road #B1-38  
Singapore 178901

In person:  
You may submit this at the Front Desk of Student Services Hub in an envelope addressed confidential and to the Student Support Officer in [Voices@SMU](mailto:Voices@SMU).

**For more information regarding support, reporting options, and prevention and response efforts by the University, please visit: <https://voices.smu.edu.sg>**