Harassment process for students

This process can be stopped at any point if there is satisfactory resolution of the issue
(The full procedure is available on Portia, Groups, Equality & Diversity)
You may be accompanied by a fellow student or Students' Union representative at any point in the process

Informal procedure

Step 1
Are you able to discuss the matter with the alleged harasser, making it clear what aspect of their behaviour is offending you and ask them to stop? You may wish to seek advice from an SU elected Officer

NO

YES

If this does not resolve the situation satisfactorily, move to Step 2

Step 2
Approach the Pro Vice-Chancellor (or in exceptional circumstances the Vice-Chancellor), to discuss the situation fully. The parties concerned must agree to total confidentiality at this stage. Decide what action to take, if any. If you wish to take further action after this discussion, move to Step 3

Formal Procedure

Step 3
Complete the Harassment Form and return it to the Pro Vice-Chancellor

Step 4
Meet with the designated Investigating Officer to talk the matter through. Decide whether you wish to pursue the matter further after this discussion.

YES

NO - no further formal action

Step 5
With your agreement, the Investigating Officer will determine what form the investigation will take

Step 6
The investigation will be conducted, to find out whether there is a case to answer. (NB: It may be necessary to reveal your identity to the alleged harasser at this stage, to ensure that a fair investigation takes place).

NO CASE TO ANSWER - no further formal action

IF THERE IS A CASE TO ANSWER

Step 7
Where a case is found, the relevant Disciplinary Procedure will be invoked at the appropriate stage