**South East Technological University**

**Complaint Form (Student Academic Misconduct)**

This form is to be used where a person(s) (the complainant(s)) seeks to make a complaint against a student of South East Technological University (SETU) regarding an alleged breach of the University’s Academic Misconduct Policy. This form should be read in conjunction with the ‘Student Academic Misconduct Policy and Disciplinary Procedure’ (the ‘Academic Misconduct Policy’), which is available at the following [link](https://www.setu.ie/Craft/assets/policies/Student-Academic-Misconduct-Policy-and-Disciplinary-Procedure-V1.0-27-February-2024.pdf) and which sets out the applicable policy and procedure. Any queries regarding this form or the Academic Misconduct Policy should be addressed to the Complaints Resolution Officer who may be contacted at [CRO@setu.ie](mailto:CRO@setu.ie).

**Details of Complainant:**

Name:

Address:

Contact Telephone No.:

E-mail Address:

**Nature of Complaint:**

Behaviour complained of or brought to the attention of SETU which breaches the Academic Misconduct Policy and is regarded as an Academic Offence may give rise to a complaint under the Academic Misconduct Policy. An Academic Offence is any action (or in certain circumstances a failure to act) which, if undetected, gives or aims to give a Student an unfair advantage over other students, or any behaviour which deceives or may deceive those setting, administering, or marking an Assessment. This includes, but is not limited to, cheating.

*Please indicate, in the text box below, in what way the complaint relates to an Academic Offence. A non-exhaustive list of examples that may be considered as an Academic Offence is set out in Appendix 1 and Appendix 2 of the Academic Misconduct Policy*.

**Details of Complaint:**

*Please provide as much relevant information as possible with regard to the matter about which the complaint is being made in the text box below. If you wish to submit any additional documentation as part of the complaint being made, this should be sent with the completed form*.

**Name/SETU Student Number of Student(s) against whom Complaint is being made:**

*Please provide, where possible, the name and SETU student number of the Student(s) against whom the complaint is being made*.

**Submission of Completed Form:**

The completed form (and any additional documentation/information) should be sent by email to the Complaints Resolution Officer at [CRO@setu.ie](mailto:CRO@setu.ie) or by post to:

Complaints Resolution Officer, Registry, South East Technological University, Cork Road, Waterford.

The Complaints Resolution Officer will acknowledge receipt of the form. Kindly note that any Complaint which falls to be considered under the Academic Misconduct Policy shall be provided to the Student against whom the Complaint has been made in unredacted form.

SETU is committed to protecting the rights and privacy of individuals with respect to the processing of their personal data. A copy of the University’s Privacy Notice is available on the University’s website at the following [link](https://www.setu.ie/about/policies-and-documents/data-protection). This website also contains further information relating to your rights regarding subject access requests, records retention and data protection in general. Any further queries in relation to data protection can be addressed to the University’s Data Protection Officer (e-mail: [dpo@setu.ie](mailto:dpo@setu.ie)).