

**PRELIMINARY ENQUIRY REPORT***To be completed by the Preliminary Enquiry Officer***Student Details:**

<b>Name of Student:</b>		<b>Student Number:</b>	
<b>Course of Study:</b>		<b>Year of Study:</b>	
<b>Additional Info (complete as necessary e.g. suspended until [date] under Emergency Powers):</b>			

**Details of referral of incident(s)/allegation(s) (amend report form as applicable):**

<b>Name of person who referred incident /allegations:</b>	
<b>Position/Job Title:</b>	
<b>Date Misconduct Referral Form received:</b>	
<b>Date incident(s) / allegation(s) referred (1):</b>	
<b>Date incident(s) / allegation(s) referred (2):</b>	
<b>Date incident(s) / allegation(s) referred (3):</b>	

**Section 3: Related Documentation Provided:**

<b>Doc no:</b>	<b>Type of Document (eg certificate; letter):</b>	<b>Title of Document:</b>	<b>Author of document / document submitted by:</b>
1			
2			
3			
4			
5			

**Section 4: Details of Preliminary Enquiry investigation**

<b>Preliminary Enquiry Officer:</b>			
<b>Position / Job Title:</b>			
<b>Did a Preliminary Enquiry Interview take place? (Y/N)</b>		<b>Date of PE Interview:</b>	
<b>Who attended the Preliminary Enquiry Interview (eg student, supporting friend, notetaker)? (if applicable)</b>	<b>Name</b>	<b>Position</b>	

**PRELIMINARY ENQUIRY REPORT***To be completed by the Preliminary Enquiry Officer***Section 5: Details of Incident(s)/Allegation(s):****Summary of details pertaining to the allegation(s):***(Dates of incidents, parties involved, brief chronology etc)*

1)

2)

3)

**Definitions of potential misconduct that allegation(s) fall(s) into:***(see Sections 2.7 - 2.10 'Definitions' of Misconduct in the Non-Academic Misconduct policy and procedures)*

1)

2)

3)

**Do you consider the reported allegations to constitute potential misconduct? (Yes/No)****6. PRELIMINARY ENQUIRY INVESTIGATION REPORT****Summary report of Preliminary Enquiry Investigation including any relevant information resulting from a Preliminary Enquiry Interview:***(Chronological summary of investigation, dates of incidents, parties involved, details of a PE Interview if held, mitigating factors, exacerbating factors, considerations and findings)*

**PRELIMINARY ENQUIRY REPORT***To be completed by the Preliminary Enquiry Officer*

--

**7. PRELIMINARY ENQUIRY OUTCOME**

<b>PRELIMINARY ENQUIRY FINDING</b>	<i>(Tick relevant box)</i>	<b>Recommended Action(s); details; notes:</b>
<b>Insufficient evidence of misconduct / No case to answer; close case, no further action:</b>		
<b>Minor Misconduct:</b>		
<b>Possibly Major Misconduct; refer to Misconduct and Professional Conduct Panel:</b>		
<b>Refer to another procedure:</b>		

**8. Sign-off of the Preliminary Enquiry**

<b>Name of Preliminary Enquiry Officer:</b>	
<b>Position/Job Title of Preliminary Enquiry Officer:</b>	
<b>Signature of Preliminary Enquiry Officer:</b>	
<b>Date Preliminary Enquiry Report Form completed:</b>	

On completion of this form a copy should be submitted to the student in question together with a letter confirming the outcome of the Preliminary Enquiry, and should form part of any referral documentation either to the Misconduct Panel, Misconduct Appeals Panel, or any relevant person necessary to refer the matter under an alternative procedure (eg Support Through Studies).