



**QUEEN'S
UNIVERSITY
BELFAST**

Information Sheet - Witnesses in cases of serious misconduct



This information sheet is for anyone who is acting as a witness in a case of serious misconduct against a student of the University. You may be a witness for either the Reporting Person (the person who has raised an allegation of misconduct against a student) or the Responding Student (the student against whom an allegation of misconduct has been made).

Witnesses play a crucial role in ensuring a fair and thorough investigation by providing accurate and timely information. Witnesses should read the Conduct Regulations and the Misconduct Procedures carefully.

If you are a student of the University, you are strongly encouraged to make contact with SU Advice, who can provide advice and guidance on your individual circumstances. You can also seek support from the Student Wellbeing Service.

As a witness in a misconduct case, you are expected to provide truthful and accurate information about an incident or events related to the alleged misconduct.

Anonymous witness statements are not permitted.

Witnesses will be requested to submit a witness statement. This can be done via the [online Witness Statement Form](#), or your witness statement can be submitted via email to appeals@qub.ac.uk.

**What does
it mean to
be a
witness?**

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What is a witness statement?

A witness statement is a written statement describing what you know about the incident. This statement should be factual, objective, and based on your direct observations or experiences.



The witness statement must be in English. If your statement is in a language other than English, a translation must be provided. Witnesses must verify the accuracy of their statements. Failure to do so means the statement cannot be used as evidence, and it will not be included in the investigation.



By confirming your witness statement, you agree that your name and statement details will be disclosed to both the Reporting Person and the Responding Student.

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**What role does
a witness have
in the
investigation?**

An investigating officer will be appointed, and will normally meet with you as a witness. This meeting may be via telephone, in person, or remotely. Witnesses will be notified of the date and time of this meeting, as well as the purpose of the meeting. During the meeting, you will be asked to describe your knowledge of the events in question.

A record of the meeting will be made, and this will form part of the evidence in the investigation. You will have the opportunity to review the meeting record.

You may also be contacted for follow-up questions or clarifications during the investigation.

Witnesses will not be required to attend meetings with the Reporting Person or the Responding Student.

Your witness statement and meeting record will be shared with the Responding Student and the Reporting Person.

**Who will see
my witness
statement and
the meeting
record?**

They will also be shared with the members of staff involved in the misconduct process. This may include the University's appointed external investigator.





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Witnesses are expected to maintain confidentiality regarding the details of the case. This means not discussing the details of the case with anyone who is not directly involved in the investigation.

**Is there
anything else
that witnesses
need to be
aware of?**

This is to ensure that the investigating officer is able to gather evidence which is untainted, and so that the privacy of the Reporting Person and the Responding Student is respected. However, student witnesses are free to seek support from the University support services (in particular SU Advice and the Student Wellbeing Service), and to discuss the case with support staff.

Student witnesses should be aware that making a witness statement which is found to include false information may be deemed to be a breach of the Conduct Regulations.

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Student witnesses may also be asked to adhere to a Future Conduct Requirement. This usually involves measures to prohibit contact between the witness and the Responding Student, and is to ensure that the confidentiality and integrity of the investigation is protected.

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What if I no
longer want to
be a witness?

Sometimes, people are named as witnesses and subsequently decide that they do not wish to participate in the investigation. Before agreeing to be a witness, you must make sure you know what this means, and what you will be required to do.

The University cannot compel anyone to be a witness. If you have been named as a witness, and decide that you do not want to submit a witness statement or be involved in the investigation, you should contact the Appeals, Conduct and Complaints Team (appeals@qub.ac.uk), to let us know.

If you no longer want to be a witness, your evidence will be withdrawn and will not form part of the investigation.

Useful Links

[Conduct Regulations](#)

[Standard Misconduct Procedure](#)

[Serious Misconduct Procedure](#)

[Witness Statement Form](#)

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