



The
University
Of
Sheffield.

Accommodation &
Commercial
Services.

WITNESS STATEMENT Guidance Notes

In this statement you are required to provide your name, your occupation (e.g. student) and brief details of the incident you have witnessed.

Witness statements should contain brief, factual details of any incidents (including alleged misconduct) that you have personally perceived (i.e. only first-hand information).

Please provide an approximate date and time, names and other details (if available) of those involved, and brief details of the incident.

If there is more than one incident, please also list dates, times and details of other related incidents.

You are also welcome to provide a brief statement of how this misconduct has affected you personally.

Please state how many pages you have used to write your statement, both at the beginning AND at the end of each page (e.g. page 1 of 3 [appearing as 1/3]; page 2 of 3 [2/3]; page 3 of 3 [3/3]; and so on.).

Please sign and date at the bottom of each page and return the complete statement to the Residence Life department.

The witness statement must be a personal account. If more than one person witnessed the incident, each person should provide his/her own witness statement, detailing first-hand information.

Please note that witness statements are used in evidence. Therefore, a copy of your statement will be sent to the students named in your account as responsible for alleged misconduct. Our disciplinary procedure follows due process, and thus we are required to send copies of written evidence to students charged with misconduct at least three working days in advance of a disciplinary meeting.



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WITNESS STATEMENT

Statement of	
Occupation	

This statement consisting of ... page/s each signed by me is true to the best of my knowledge and belief.

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I understand that this statement will be used during the disciplinary process.

Signature	
Date	



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WITNESS STATEMENT

Statement of	
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This statement consisting of ... page/s each signed by me is true to the best of my knowledge and belief.

... continued

--

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Page: .../...