

## Incident Registration Form for Academic and Non-Academic Violations

To be used by: Violation recorder / course instructor / invigilator / security personnel / responsible university employee.

\*Student Basic Information (Please fill in all fields and attach evidence)

Student Full Name:			
University ID / Personal ID:			
Violation Type:	<input type="checkbox"/> Academic	<input type="checkbox"/> Non-Academic	
College:		Student Signature (if possible):	

If there is more than one violating student, their names can be included on the back page, while ensuring the above table is filled for each student's data.

### \*Incident Details

Day:	Date:	Time of Violation:	Location:
Detailed Description of the Incident			
Detailed Description of the Violation Tool/Method (with evidence attached if any):			

### \*Witnesses' information (if any)

Full Name:			
University ID / Personal ID / Employee ID:			
Mobile Number:			
Signature:			

If there is more than one witness, their names can be included on the back page, while ensuring the above table is filled for each witness's data.

### This form was completed by:

Full Name:	
Employee ID:	
Mobile Number:	
Signature:	

### Important Notes:

- Explicitly state if the student refuses to sign.
- The incident must be recorded immediately upon occurrence without delay.
- Confidentiality of the report and the rights of all parties must be ensured.
- The report shall be referred to the responsible authority.