

Consultation Record

All information must be treated as confidential. Records must be stored securely and kept inaccessible to third parties.

Advisor, unit/department:	
Date:	

General Information

Contact initiated by:	
Person(s) affected:	
Contact details: (telephone/email)	
Status: (student, technical or administrative staff, academic staff, professor/lecturer, guest, etc.)	
Work/study area: (e.g. degree programme, faculty, department)	

Recording the Incident

1. Where and when did the incident occur?

2. Who was responsible for the discrimination or harassment? (e.g., a supervisor, another employee, or a third party)

3. What happened? Describe the events as precisely as possible and in chronological order. Include important statements and any other significant occurrences in your account.

4. Which dimensions were affected (e.g., sexual orientation or gender identity, religion or belief, disability or chronic illness, age, nationality and/or citizenship, language, socioeconomic status, social background, marital status, caring responsibilities, appearance) and/or what form of harassment occurred (e.g., sexual harassment, stalking, bullying)?

5. What leads the person(s) affected to identify the incident as discrimination?

6. How did the situation end?

7. Who else was involved and/or can provide testimony?

8. Is there any evidence? If so, what?

9. What are the help-seeker's concerns and goals? (e.g., reporting the incident, talking about the experience of discrimination, referral to another service, a meeting with and apology from the person responsible, obtaining a statement from the person accused, ending the discrimination)

10. Are any other counselling services already involved? If so, which ones?

11. Have any measures already been taken by the person affected or by others? If so, which ones?

12. What arrangements have been made with the person affected?

13. Other information/notes: