

## Memory Log

in cases of suspected discrimination, (sexualized) violence, bullying, stalking  
and other forms of behaviour that violates boundaries  
for persons affected and observers

A memory log records key information and details of an experienced situation. It should be written as early as possible. If the person affected or observing later decides to take formal steps such as making a complaint to the university or pressing charges with the police, the log will support their own account. It also helps to sort out your own thoughts after a stressful situation.

**Treat all data confidentially and keep the log safe and inaccessible to third parties.**

### I. Section: General information

**Memory log created on:** \_\_\_\_\_

**Memory log created by:**

Name: \_\_\_\_\_ Mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Status group:     Student                       Lecturer                       Other: \_\_\_\_\_  
                          Employee                       Visitor/guest                      Note: \_\_\_\_\_

Field of work or study: \_\_\_\_\_

**Affected Person(s):**

Name: \_\_\_\_\_ Mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Status group:     Student                       Lecturer                       Other: \_\_\_\_\_  
                          Employee                       Visitor/guest                      Note: \_\_\_\_\_

Field of work or study: \_\_\_\_\_

Name: \_\_\_\_\_ Mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Status group:     Student                       Lecturer                       Other: \_\_\_\_\_  
                          Employee                       Visitor/guest                      Note: \_\_\_\_\_

Field of work or study: \_\_\_\_\_

## II. Section: Information on the situation

Note: The more detailed and clear the description is, the more helpful it will be later.

**When did the situation(s) happen?**

(Date, time)

**Where did the event(s) take place?**

(place and context, also digital space such as social media, by phone or email)

**Who was the perpetrator of the harmful act and what was the relationship between the perpetrator and the person affected?** (E.g. lecturer and student, fellow students among each other)

**What exactly happened?**

(Description in chronological order)

**Who witnessed the event?**

(third parties present, but also people you told about the events immediately afterwards)

**What documents, written or digital, can confirm what happened?**

(E.g. email, screenshots of chat messages)

**Which *internal* services have already been informed? What have they done?**

(in particular internal counseling services, lecturers in superior positions)

**Which *external* services have already been informed? What have they done?**

(e.g. going to an external counseling service, making a complaint to the police, medical examination)

**What steps should be taken now?**

(e.g. going to an external counseling service, contact witnesses, as an observer: supporting the person affected)