

Memory log

After an incident of discrimination (of any kind), it is helpful to record the experience in the form of a memory log in a timely manner so that essential information and details are not forgotten. Writing down what you have experienced can help you to sort out your own thoughts after the incident and can be useful when taking further steps and measures (e.g. complaint procedures, criminal charges). To make it easier for you to write it down, you can find a sample template for a memory log [here](#).

Where and when did the incident occur? Describe the place or context as precisely as possible (e.g. course, personal conversation, on campus, phone call, email, social media, etc.).

Who discriminated against you? (e.g. supervisor, other employees or students).

What happened? Briefly note down important statements and other significant actions. Describe the course of action as precisely as possible and in chronological order.

How do you define the discrimination?

Who else was involved? Who can testify to what happened?

What evidence is there?

Have steps or measures already been taken? If yes, which ones? (e.g. use of counselling services, medical examination in the case of forms of assault, filing charges, legal counselling).

