

The Academic Regulations 2018/19
Appendices
Appendix 18 – Operation of Criminal Conviction Panels

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| OPERATION OF CRIMINAL CONVICTION PANELS |
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All students are required to disclose in writing to the Academic Registrar if they are convicted of a criminal offence whilst on course; students on professionally accredited programmes may also be required to make an annual declaration. Applicants may be required to submit relevant information on any criminal convictions as part of the Admission process.

Once a declaration of a conviction is received, the Academic Registrar will ascertain whether or not the student is registered to a programme that requires an enhanced Disclosure and Barring Service (DBS) certificate to be provided during the Admission process. Once this is established, the following procedures will be applied as appropriate:

1. Programmes that do not require an enhanced DBS certificate as a condition of admission:

1.1 The Academic Registrar will convene a Criminal Conviction Panel to consider the disclosure and make an assessment of risk.

1.2 The panel will comprise three senior¹ staff from the University including a representative from the Faculty in which the programme is located. At least one member of the panel will be drawn from outside the Faculty in which the programme is located.

1.3 The student/applicant will be invited to attend the panel to provide information on their case and update the panel on any relevant context to consider.

1.4 In considering the disclosure, the panel will have regard to:

- a. The seriousness of the offence, including any aggravating factors, and its relevance to the safety of other students, staff and the public;
- b. The pattern of offending;
- c. Information provided by the student as to any personal circumstances prevailing at the time of the offence and any evidence of remorse/motivation for change;
- d. If appropriate, information provided by relevant external agencies.

1.5 Following consideration of the case, the panel will deliberate in private and may decide that:

- a. the risk to the University can be managed with no further action;
- b. the risk to the University can be managed but that restrictions on the student/applicant should be applied (such as a refusal to allow accommodation on-site or the imposition of a curfew on campus attendance);

¹ Senior staff includes Deans and Assistant Deans of Faculty, Deans and Directors of Services and the Academic Registrar.

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- c. the risk to the University cannot be reasonably managed and the student/application should be withdrawn.

1.6 Decisions of the panel and supporting factors will be recorded.

1.7 Students/applicants will be notified of the decision of the panel in writing within seven working days from the date of the meeting.

2. Programmes that do require an enhanced DBS certificate as a condition of admission:

Where students are enrolled /apply to a course carrying professional registration and/or requires an enhanced DBS certificate as a condition of entry, the case will be referred to the relevant faculty for consideration (initial investigation).

Each faculty operates with local procedures for initial investigations, as relevant to the profession concerned. Details will be made available to students through faculty literature.

Students registered to a professionally recognised programme should be aware that following the initial investigation, a criminal conviction may result in a referral to a University Fitness to Practise Panel, with a report made to the relevant professional body where appropriate.

The procedures for Fitness to Practise Panels are detailed in Appendix 17 of the Academic Regulations.

3. Right of Appeal

Where an applicant/student is dissatisfied with an outcome, a review may be requested if the applicant/student believes the decision of the Panel is unreasonable; that procedural irregularity has occurred or if the applicant/student has new evidence that, for good reason, was not made available to the Panel.

Requests for review should be lodged in writing to the Academic Registrar within ten working days of receipt of the outcome letter. Outcome letters will specify an absolute deadline for submission.

Reviews will be undertaken by the Pro Vice-Chancellor & University Secretary (or nominee) who may make such further investigations as s/he deems necessary.

The purpose of a review is not to re-hear the case but to check that due process has been followed and that, having regard to the individual merits that apply to each case, outcomes are broadly consistent. Where substantial new evidence is provided there may be further consultation with the Chair of the original Panel.

The outcome of the review will be notified to the applicant within ten working days of receipt of the request for review.

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The decision of the Pro Vice-Chancellor & University Secretary (or nominee) in relation to the review will be final, within the University.