

## PROCEDURE FOR CONSIDERATION OF APPLICATIONS WHERE AN APPLICANT HAS DISCLOSED A CRIMINAL CONVICTION

### ABSTRACT

This report sets out the procedure to be followed in the event that an applicant to The Robert Gordon University discloses to the University that there is an existing previous conviction

### PROCEDURE

If applicants indicate that they have a criminal conviction by either ticking the appropriate box on their application form or by writing directly to the University, the following procedure will be followed. This procedure does not apply where convictions are spent under the Rehabilitation of Offenders Act or where a Police check is being **routinely** carried out.

- The application is passed directly to the Student Finance and Administration Manager who shall be responsible for processing and drawing up the recommendation in consultation with the School.
- The Manager sends a letter to the applicant to obtain details of the conviction and the name of a responsible, independent person(s) to whom the University can refer for an up to date personal reference
- Any reply and reference received is discussed with the appropriate "admissions selector/s" for the course.
- The Manager will recommend whether an offer should be made and the recommendation is passed to the University Secretary/Principal for a decision. The recommendation will be based on academic grounds and on information made available by the student to the University (viz reply and reference)

The decision on whether or not to admit the student is made by the Principal or his nominee. Factors to be taken into account in consideration of the application will include:

- 1) Nature of the crime and severity of sentence, detail of surrounding circumstances given by the applicant.
- 2) Time elapsed since conviction.
- 3) Evidence of good behaviour and living harmoniously in society for a significant period dependent on 1) above
- 4) Whether the applicant might represent a danger to the University community.
- 5) Assessment of risk in light of the above to the other students as well as the community at large of which the University forms part.
- 6) The balance and proportionality between the opportunity to study, the University's responsibility and obligation to the students in terms of its Regulations and its reputation.

If the decision were made to admit, the offer would be made in the usual way.

If an applicant does not disclose information which subsequently becomes known to the institution, the same procedure, time permitting, will be adopted. Failure to disclose material information may, in itself, be sufficient grounds for withdrawal of an offer of admission.

The Principal for the University or his nominee will be final arbiter in this matter within the University.

The applicant and UCAS **where appropriate** will be notified of decision.

**In the event of the applicant not having confirmed yes or no to the question: Do you have a criminal conviction?**

UCAS will not process the application and will contact the applicant to get the information. This may delay the application.

If an applicant is convicted of a criminal offence after they have applied, they must tell us UCAS and any University or College they have applied to, or may apply to, during the application cycle. UCAS do not need to receive details of the offence, but require be told the applicant has a conviction. The Universities and Colleges may then ask the applicant for more details.