



Enrolling on a CE Course – Declaring a Criminal Conviction

1 Introduction

The main aim of CE's admissions policy is to admit students with the ability to benefit from the opportunities available at the University. Possession of a criminal conviction will not necessarily mean that an application to study in CE will be unsuccessful.

It is, however, important that this aim is achieved without prejudice to the safety and well-being of other members of the University community and there may be occasions where this has to be placed ahead of all other considerations.

2 Declaration of Criminal Convictions

CE requires all applicants who have a *relevant* criminal conviction or who are serving a prison sentence for a *relevant* criminal conviction to tick a box on the standard enrolment form.

A relevant criminal conviction is one which involves offences against the person, whether of a violent or sexual nature, and convictions for offences involving unlawfully supplying controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking.

Convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974) are not considered to be relevant.

3. Procedure

Applicants must check the box if:

- They have a relevant criminal conviction that is not spent
- They are serving a prison sentence for a relevant criminal conviction

CE will request further information from any student who declares a relevant conviction and reserves the right to request information from a third party. Should a student fail to supply the required information CE will regard the applicant as having withdrawn their application.

The information supplied will be considered with particular regard to the safety and well-being of staff and students.

Appeals about admissions decisions under these procedures will be dealt with on an individual basis with the applicant concerned.

Any appeal should be forwarded as soon as reasonably practicable to the Head of CE and should be made in writing.