

**CRIMINAL OFFENCES DECLARATION FORM**

You should complete this form if, whilst registered on a programme of study at the University, you have been investigated, convicted of, cautioned for, reprimanded for or charged with any criminal offences, including motoring offences (you do not need to declare parking or speeding offences which were subject to fixed penalties). This requirement applies to all students, including distance learners, and to investigations, charges, and convictions under any country’s laws.

As per the Student Conduct Policy, students are required to declare to the University if they are subject to a police investigation. Full information can be found in the Student Conduct Policy found here: [Conduct and discipline - Student Administration - University of Liverpool](https://www.liverpool.ac.uk/student-administration/policies-procedures/conduct-discipline/)

The completed form should be sent to the Student Conduct, Complaints and Compliance Team by e-mail to [studentconduct@liverpool.ac.uk](mailto:studentconduct@liverpool.ac.uk) as soon as possible. You are responsible for updating the Student Conduct, Complaints and Compliance Team as your circumstances change. This can be done by e-mail to the above e-mail address.

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| **STUDENT’S DETAILS** | |
| FULL NAME |  |
| DATE OF BIRTH |  |
| STUDENT ID NUMBER |  |
| PROGRAMME OF STUDY |  |
| YEAR OF STUDY |  |
| HOME ADDRESS |  |
| TERM TIME ADDRESS |  |
| **DETAILS OF POLICE INVESTIGATION** | |
| INVESTIGATING POLICE FORCE |  |
| OFFENCE(S) UNDER INVESTIGATION |  |
| HAVE YOU BEEN (tick as appropriate): | INTERVIEWED BY POLICE  ARRESTED BY POLICE  CAUTIONED BY POLICE  CHARGED BY POLICE  CONVICTED AT COURT  SENTENCED AT COURT  Please provide full details below and send any relevant documentation along with this form. |
| DO YOU HAVE ANY BAIL CONDITIONS? | NO  YES  If yes, please provide full details below, including the date you are next due to attend the police station/appear at court. |
| STUDENT DECLARATION AND SIGNATURE | I declare that this information is accurate to the best of my knowledge and belief.  Date:  Signed: |

This information will remain confidential and, in accordance with the Data Protection Act 2018 and the Student Conduct Policy, will only be shared with those who need to know about your circumstances. This could include your Head of School, your Academic Advisor/Supervisor, Head of Accommodation and/or your Hall Warden or Manager, your Faculty’s Executive Pro-Vice-Chancellor, Director of Computing Services Department, Members of the University’s Disciplinary Panel, the University’s Legal, Risk and Compliance team, or other appropriate Professional Services staff

By declaring information on this form, you do not automatically become the subject of the University’s formal disciplinary process. It is likely, however, that your circumstances will be investigated to establish whether you have contravened the University’s Student Conduct Policy and the Standards for Student Conduct ([Conduct and discipline - Student Administration - University of Liverpool](https://www.liverpool.ac.uk/student-administration/policies-procedures/conduct-discipline/)) or that you pose a risk to the University’s community.