INFORMATION AND GUIDANCE FOR APPLICANTS WITH A CRIMINAL CONVICTION

This document provides information to applicants who have a criminal conviction and who are applying, or have applied, for a place on an undergraduate course, postgraduate taught course or postgraduate research programme at The University of Manchester. It details the procedure that will be followed.

Duty to disclose a criminal conviction

For the majority of courses, the University no longer requires applicants to disclose criminal convictions. Therefore, if you have a conviction you do not need to notify us of this as this information is not be taken into consideration during the admissions process. The exception to this is for some courses, e.g. teaching, health, social work, pharmacy and others where studies necessitate interaction with children and working with adults in regulated activity, when applicants must declare all criminal convictions including spent sentences, cautions and bind-over orders. These courses are exempt from the Rehabilitation of Offenders Act 19741.

Applicants with convictions are not automatically rejected but the University will seek further information and deal with each case on an individual basis.

When is a criminal records check required for the course?

The University website has detailed information about course content and course related requirements, including whether a criminal records check is required. This information can be found on the Application and Selection tab of the individual course profile which can be accessed via http://www.manchester.ac.uk/undergraduate/courses/ for undergraduate courses and http://www.manchester.ac.uk/postgraduate/ for postgraduate.

What does the process entail?

Criminal record checks are administered by the Disclosure and Barring Service (DBS) and applicants to the specified courses are required to have an enhanced DBS check or equivalent process for applicants overseas. The admitting academic School for these courses will inform applicants about this and provide guidance on the process. When an application is made for an undergraduate course via UCAS, UCAS Apply will prompt applicants about this requirement at the point of application.

Certain courses may contact you to make a criminal conviction declaration ahead of the DBS check; this process differs depending on the course to which you have applied and the admitting academic School will contact you with details about what is required. Failure to disclose full information could lead to the withdrawal of an offer of a place or discontinuation of your studies. For further information on the process or to discuss a conviction prior to making a formal application then please contact the academic School directly.

1 Further information on this can be found http://hub.unlock.org.uk/knowledgebase/enhanced-certificate/
Data protection

Applicants should be reassured that the information declared regarding criminal convictions and all communication about their criminal conviction will be dealt with on a strictly confidential basis and in line with data protection legislation. This means that only those members of the University who need to be aware of the conviction will be informed.

Our ‘Privacy Notice – prospective students, applicants and offer-holders’ (which is accessible at https://www.manchester.ac.uk/study/privacy-notice) explains how we collect, maintain and use personal data when you make enquiries about studying at The University of Manchester (including by registering to attend our open days), make an application and if you go on to become an offer holder i.e. the time before you become a registered student.

Information disclosed by a third party

The University treats with caution any information that we receive from members of the public, family, a school or college, other applicants or anonymously regarding a conviction which has not been declared. This includes more general information about the applicant’s behaviour which has given cause for concern. If any such information is received we will seek to verify the information externally. If the information is found to have substance, then the matter will be raised with the applicant and they may be asked to withdraw their application, or if they have already registered for the course, their registration may be revoked.

Appeals

Applicants can submit an appeal against the outcome of their application. The grounds and procedure for submitting an appeal are detailed in the ‘University’s Appeals and Complaints Procedures for Applicants’ which is available at:

Undergraduates: http://www.manchester.ac.uk/undergraduate/howtoapply/afteryouapply/offer/
Postgraduate Taught: https://www.manchester.ac.uk/study/masters/admissions/policies-procedures/
Postgraduate Research: https://www.manchester.ac.uk/study/postgraduate-research/admissions/policies-procedures/

Contact details

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