**[](http://www.manchester.ac.uk/)Vetting Process for PGR Students Working in the BSF**

KEY

* Arrange adverts, interview and selection of new PGR students
* Note on relevant websites\* that screening may be required for some projects
* Supervisor completes Admissions proforma and indicates if access to BSF is required
* Send offer to student, noting that a separate screening process will take place to enable access to BSF
* Send list of students to BSF ahead of registration period

Doctoral Academy

BSF

* Contact Supervisor to determine if screening is necessary
* Submit screening request to Agenda
* Liaise with Doctoral Academy regarding any queries

Cleared/Positive outcome

Not cleared/ Negative outcome

Record outcome and store certificate

Discussion required with Doctoral Academy, Supervisor and regarding implications for HO licence

Results of **Screening** notified to BSF

Offered student receives email from the Agenda online system,

Logs in to system and provides consent for Screening\*\*

Students

**\*\* Screening at the Basic level is initiated for most candidates**

***In Depth* Screening may be required for overseas candidates or**

**if deemed necessary by Agenda**

Includes:

Identity confirmation

Address History Check

Employment History Check

Internet and Social Media Search

Employment Gap Analysis

Basic Criminal Record Check

Sanctions Searches

Turnaround is estimated to be 5 days from when candidates provide consent and all required details.

Cost of the check will be covered from BSF funds.

**\* Advert / Website Text**

“For some projects, individuals will be subject to screening carried out on our behalf by a third party to enable you to access the Biological Services Facility. Whilst you will be required to provide express consent at a later stage, by continuing with your application / accepting this offer now you acknowledge that you are aware that such screening will take place, and agree to take part in the process.”