



2020/2021 ACADEMIC YEAR

Disclosure of Criminal Convictions for Admission to University College Birmingham

1. All Applicants who apply to UCB and accept UCB as their choice will be required to declare whether they have a previous conviction during their online pre-registration.
2. Applicants who have declared a disclosure within their application will be considered using the same entry criteria for admissions as for all other applicants.
3. If a student does not meet the universities standard entry criteria then the admissions team will not contact the applicant for any further information about their conviction. Applicants who fall into this category will be informed as soon as possible that they have been unsuccessful with their application.
4. If an applicant meets the universities standard entry criteria the following procedure is undertaken by the admissions team.
 - The disclosure is recorded by the Admissions team on the relevant administration system.
 - Further correspondence will then be sent out to all applicants to gain further information with regards to an applicant's conviction(s).
 - The applicant will be asked to complete more details online about their conviction(s) on the UCB Disclosure Portal - (see Appendix A)
 - The information provided will be confidential to those involved in UCB's risk assessment process in which we seek to exercise a duty of care towards all applicants as well as to student staff and visitors. All data will be held in accordance with universities [Data protections policy](#).
 - All information in connection with an applicant's disclosure will be utilised during the risk assessment process.

Risk Assessment Process

- The Deputy Director of Admissions or a nominated representative from the Admissions Unit will arrange to meet with the Dean of the School for the course that has been applied. The Dean will analyse and discuss any impacts the disclosure may have on course completion or experience.
 - Any disclosures made that are deemed to be directly related to student safeguarding will be discussed with the University registrar.
 - These staff will review the application using the Criminal convictions risk assessment form (see Appendix B).
 - The outcome from the assessment will be recorded by the member of the Admissions team present and Admissions will contact the applicant with the panel's final decision.
5. Applicants will then follow the standard admissions procedure once this final decision has been made.



Appendix A
[Disclosure Portal](#)

Appendix B
[Criminal convictions risk assessment form](#)