

# KEELE UNIVERSITY SCHOOL OF MEDICINE

## POLICY FOR CRIMINAL RECORD BUREAU CHECKS

### APPLICATIONS

All applicants must complete the section on criminal convictions on the Universities and Colleges Admissions Service (UCAS) application form. Any applicant who is later found not to have declared a conviction will have his/her application rejected.

If you apply and are offered a place on this degree programme, you will also be required to apply, through the University, for an Enhanced Disclosure from the Criminal records Bureau. The University follows the CRB Code of Practice in these issues (see [www.crb.gov.uk](http://www.crb.gov.uk)) and can provide a copy of this Code on request. The University also has a policy on the recruitment of ex-offenders, which is enclosed. Please note that having a criminal record is not necessarily a bar to obtaining a place on this course.

On the day of the interview you are asked to bring photographic identification. Failure to supply the correct identification on the day of the interview will result in you being required to revisit the University at a later date. You will be sent an enhanced CRB disclosure form to complete and return once you have confirmed your University choice. All offers are conditional upon satisfactory CRB clearance prior to Registration.

**The School of Medicine reserves the right to ask for further information about any conviction, caution, reprimand or final warning on the applicant's record.** It may not be appropriate for the school to adopt a blanket position refusing to consider an applicant outright: that is potentially unfair and discriminatory. However, once detailed circumstances are known an application can be judged against faculty-wide student fitness to practise criteria that would apply once a student is admitted to the School. These are thought to be fully compliant with the law and with professional regulatory standards. They include public interest arguments (e.g. relating to child protection and sex offences) whereby a student could be considered a risk to patients and/or the public (including students and staff). These principles are promulgated in University Regulations (Regulation 18) and in the School of Medicine Course regulations.

Those applicants who are shortlisted for interview and have declared a conviction or other criminal record detail will be invited to meet with the CRB Panel, which includes the Director of Undergraduate Programmes and/or Director of Academic Undergraduate Studies. At this meeting – which will take place separately from the admissions interview – applicants will be given the opportunity to discuss the nature of their offences in more detail. The Panel will decide whether any offer should be confirmed or withdrawn. Applicants will be notified in writing of the decision of the Panel. Any applicant wishing to appeal against the decision of the Panel will be referred to the relevant committee.

Once registered for the MBChB degree programme students will be expected to sign a declaration of their CRB status at the start of each year, which forms part of a Personal and Professional Development portfolio.

Julia Molyneux  
Admissions Manager  
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