



Applicant and Student Criminal Convictions Disclosure Policy

Validator-aligned policy for Roehampton- and Bradford-validated provision
Academic year 2026/27

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Applies to	Students on taught provision validated by the University of Roehampton or University of Bradford
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1. Introduction

1.1 The purpose of the Applicant and Student Criminal Convictions Policy is to set out the requirements for students with unspent criminal convictions in order to assess whether individuals may be admitted to UHE(UK).

1.2 UHE(UK) aims to admit all students with the ability to benefit from the opportunities presented by studying higher education. UHE(UK) understands the transformational nature of Higher Education and is committed to supporting the key principles of the Rehabilitation of Offenders Act 1974, the Data Protection Act 2018 and General Data Protection Regulation.

1.3 Possession of an unspent criminal conviction does not mean that an application to study at the University will automatically be unsuccessful

1.4 It is, however, important that this aim is achieved without prejudice to the safety and well-being of others. Consequently, there may be occasions where this must take priority above all other considerations.

1.5 The arrangements outlined in this Policy are intended to provide a means to ensure that any decision regarding the admission of an applicant with criminal convictions is taken fairly and transparently.

2. Scope

2.1 The Criminal Conviction policy applies to applicants who accept an offer for a place.

3. General Principles

3.1 All applicants or students who declare criminal convictions, charges or conditional discharges will be treated with dignity and respect, regardless of the type of convictions they disclose.

3.2 Information relating to the criminal convictions of an applicant or student will be treated confidentially, considered separately from academic achievements and only released to specific staff on a need to know basis.

3.3 No applicant or student will be automatically excluded from UHE(UK) on the grounds that a criminal conviction, charge or conditional discharge has been declared.

3.4 Applicants and students are advised that it is their duty to disclose all information in relation to these matters at the earliest opportunity.

3.5 Failure to disclose additional convictions may have serious consequences as outlined in the Student Disciplinary Regulation and Procedure and/or Student Fitness to Practise Procedures which may include expulsion from the programme.

4. Procedure for all students

4.1 Applicants will not be specifically required, except as may otherwise be required by law, to disclose any criminal convictions in their application for study.

4.2 Applicants, or current students may, if they desire, disclose details relating to any past convictions to the University, spent or unspent in order for support to be provided.

4.3 UHE(UK) is committed to providing a supportive environment and meeting the needs of any individual who required support. Students or applicants may disclose at any point during admission or study and experienced staff will work with the person making the disclosure to agree what support can be put in place.

4.4 Disclosure can be made to anyone in a pastoral role at UHE(UK) including, but not limited to:

- Admissions officers;
- Counselling Service;
- personal academic tutors;
- teaching tutors;
- disability advisors;
- the Student Support Team

4.5 Each of whom will provide the student with details of appropriate support available through UHE(UK).

4.6 Where an existing student receives a criminal conviction while on their course of study, this student must notify UHE(UK) of this fact. UHE(UK) will consider the conviction and the conduct giving rise to the conviction in accordance with the Student Disciplinary Regulations.

5. Appeals

5.1 Applicants may appeal against an admissions decision, under the Student Admissions Appeals and Complaints Policy.

5.2 Current students who wish to appeal against a decision made by the Fitness to Practice Panel or through the Student Disciplinary Procedure should follow the appeals procedure outlined in these policies.

6. Monitoring and review

6.1 This policy will be reviewed on an annual basis.

7. Related policies and procedures

- Students Conduct and Disciplinary Policy and Procedure
- Health and Wellbeing and Fitness to Practice Policy and Procedure