



Mr David Knight

by email

Reference: FOI-2010-240

8 December 2010

Dear Mr Knight,

Your request was received on 24 November 2010 and I am dealing with it under the terms of the Freedom of Information Act 2000 (FOIA).

You asked:

"I would ask that you could kindly provide me with details of your admissions policy when requesting any form of criminal record disclosure for applications for any course at the university supposedly where the ROA (Rehabilitation of Offenders Act) does not apply; in these cases, how are applicants questioned, what data is requested and how is the data or information (pertaining to soft information or specific offence data) judged in light of the application?"

Much of the information which you seek is exempt under Section 21 of the FOIA (information accessible by other means). The University publishes its 'Procedures for handling applications from undergraduate applicants with previous criminal convictions' in the Undergraduate Admissions Handbook at the following web address: http://www.admin.cam.ac.uk/offices/admissions/handbook/section2/2_13.html.

The information sheet referred to in paragraph 2.23.2 Scope of Procedure, is enclosed.

Further information in respect of Criminal Records Bureau Disclosure is published here: www.admin.cam.ac.uk/offices/students/crb/.

If you are unhappy with the service you have received in relation to your request and wish to make a complaint or request a review of this decision, you should write to the Administrative Secretary, quoting the reference above, at the Secretariat, The Old Schools, Cambridge, CB2 1TN. If you are not content with the outcome of your complaint, you may apply directly to the Information Commissioner for a decision. Generally, the Information Commissioner cannot make a decision

The Old Schools
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UNIVERSITY OF CAMBRIDGE

Secretariat

unless you have exhausted the complaints procedure provided by the University. The Information Commissioner can be contacted at: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'Kirsty Allen', written over a light blue horizontal line.

Kirsty Allen

Criminal Record Checks

For Medicine and Veterinary Medicine Offer-holders

Please note that the University's Medical Education and Veterinary Education Committees, together with the Colleges, have agreed that, before admission, all Medicine and Veterinary Medicine students are required to undergo an Enhanced Disclosure of any criminal record through the Criminal Records Bureau (CRB) / Scottish Criminal Record Office Disclosure Service or equivalent. This information sheet provides further details about criminal record checks and the procedure in place for Medicine and Veterinary Medicine offer-holders at the University of Cambridge.

Procedures for applicants

1. All offers of a place to study Medicine or Veterinary Medicine will be conditional on satisfactory enhanced disclosure by the CRB or equivalent in the year in which you start your course. You should have ticked the box in the 'about you' section of your UCAS application if you have a criminal conviction.

You should be aware that for courses involving work with children or vulnerable adults, any criminal convictions, including sentences and cautions (including verbal cautions), reprimands, final warnings and bind-over orders, are exempt from the Rehabilitation of Offenders Act 1974. This means that if the criminal record check identifies that you have had a conviction, this information will be made available to the University and College considering your application.

If you are convicted of a criminal offence after you have applied, you must tell UCAS and the College to which you have applied during the application cycle. Please send, in confidence, written details of the type of offence to the Senior Tutor at the College with which you are holding an offer. The College may then ask you for more details.

2. If you firmly accept a conditional or unconditional offer of a place for 2011 entry you will be issued by the University with:
 - a) An Enhanced Disclosure CRB form or equivalent
 - b) A Self-declaration Form (for use by applicants from outside the UK, and those who have spent significant periods abroad in the five years before being offered a place)
 - c) Information about the disclosure process
 - d) Information on how a positive disclosure will be handled by the University

This pack of information will normally be sent to you in the Spring before you commence your course. If you intend to start your course in October 2012 you will be sent the information pack in Spring 2012.

Please read the information and the instructions carefully, and ensure you are familiar with what is required before completing the appropriate form (in BLACK ink.) If you have any queries please contact the Senior Tutor's Office at the College to which you have applied. It is in your interest to disclose any information about criminal records at an early stage in the application process, so as to give time for consideration of the factors outlined in point 8 below.

3. When you receive your pack of information, you are required to complete the relevant form as soon as possible. The completed form should be returned to the Senior Tutor's Office at the College to which you have applied, together with the documentation requested and a cheque for the required amount for the CRB check itself. Your offer of a place at Cambridge is subject to receipt of a satisfactory enhanced CRB check. Processing by the CRB or equivalent organisation takes a minimum of four weeks and often takes longer, therefore please make

sure you complete and return your paper work to the College promptly and by the stated deadline.

4. Please remember to enclose a cheque, drawn on a UK bank account and payable to the 'University of Cambridge', together with the **CRB Enhanced Disclosure** form.
 - An Enhanced Disclosure presently costs **£36** (*cost correct September 2010*).
 - A Self-declaration Form, if you are outside the UK, has no charge payable to the University (*see point 5 below*).
5. Applicants from outside the UK, and those who have spent significant periods abroad in the five years before being offered a place, will be asked to sign a Self-declaration Form and to provide the result of such criminal record check or such equivalent documentation as is available in the country or countries of residence by the stated deadline. The CRB can advise on the availability of criminal record information from some countries. Those requiring documentation from overseas will be required to meet any fee themselves.

What happens after I have submitted the CRB/Self-declaration Form to the College?

6. The Senior Tutor's Office at the College to which you have applied will check the form. If all is satisfactory, the form will be despatched by the University to the CRB (or the self-declaration and overseas certificate kept on file). The Senior Tutor's Office at the College will return the supporting documents to you.
7. The CRB check takes a minimum of four weeks and often takes longer. The CRB will send you a copy of the disclosure at the same time as it is sent to the University. If the disclosure reveals any spent or unspent convictions, cautions, reprimands, or final warnings, it will be referred to the University's Criminal Records Panel (CRP) for consideration. All positive disclosures will be considered by the CRP. The College to which you have applied will be informed and will invite you to submit, in writing, any relevant information about the circumstances that led to the offence being committed, together with any additional details of the nature of the offence for consideration by the CRP.
8. In deciding whether to permit you to enter onto the Medical Students Register or the Veterinary Students Register, the Panel will consider the following factors:
 - The seriousness of the offence and its potential relevance to the practice of Medicine / Veterinary Medicine
 - The length of time since the offence occurred
 - Any relevant information offered by you about the circumstances which led to the offence being committed
 - Whether the offence was a one-off, or part of a history of offending
 - The degree of remorse, or otherwise, expressed and your motivation to change
 - Any character references provided by you in support of your application
9. The CRP will inform you and the College of its decision; normally within two weeks of receipt of any relevant information. In the event of the CRP deciding that you should not be permitted to enter onto the Medical Students Register or the Veterinary Students Register, the College will advise you that you failed to meet a condition of their offer of a place to study Medicine/ Veterinary Medicine. Wherever possible this will be before the start of the academic year.

Fuller details will be sent to you with the pack of information about the CRB and self-declaration procedures later in the year. Please ensure you return your completed CRB or equivalent paper work to the College as soon as possible and by the deadline stated. In case of queries, please contact the Senior Tutor's Office at the College to which you have applied.