

## ADMISSIONS REFERRAL BOARD ~ PROCESS

1. The Admissions Referral Board (ARB) was established to consider declarations from applicants who have a criminal conviction, or where a criminal conviction is disclosed during the Disclosure and Barring Service (DBS) where this applies to the programme of study.
2. Applicants for professional or vocational programmes are required to declare if they have a criminal conviction as part of the initial application process. This currently applies to Teacher Training, Nursing and some other vocational programmes or programmes that lead to a professional registration on successful completion. Such applicants will be asked to complete a Suitability Declaration. Applicants on these programmes will need to complete a DBS check. More information can be found in the relevant programme pages of the University's website.
3. Applicants for other programmes are only required to declare if they have a relevant unspent criminal conviction once they have accepted a place for study at the University of Roehampton. These applicants will be asked to complete a Criminal Convictions Declaration. Applicants should review the [FAQs](#) on declaring a relevant unspent criminal conviction for more information about what offences should be declared.
4. The Admissions Referral Board (ARB) consists of four senior members of staff, and the process is co-ordinated by the University's Data Protection Officer (DPO).
5. The information declared in Suitability Declarations and Criminal Conviction Declarations is circulated to the ARB by the DPO on a case by case basis. The name of the applicant or other identifying personal information is not used.
6. The ARB will consider the risk involved in allowing the application to proceed taking into account:
  - Risk to other students;
  - Risk to staff;
  - Risk to the student's ability to complete the course successfully in view of any placement requirements;
  - Risk to the student's ability to secure employment or professional registration in the chosen field on completion of the course and the student's awareness of this;

- Risk to society should the applicant be precluded from pursuing higher education, especially if part of a rehabilitation programme;
  - Risk to University property or reputation.
7. The ARB will also consider what support might be necessary to ensure the applicant successfully integrates into university life, if admitted.
8. The ARB are likely to take account of the following:
- Age of the individual at the time of the offence;
  - Nature of the offence;
  - Date of offence in relation to present date;
  - Category of disposal of offence (e.g. whether Conviction, Caution, Reprimand or Warning);
  - Whether the offence was declared at the time of application;
  - Whether the offence was an isolated occurrence or part of a pattern;
  - Whether the offence would be likely to seriously impede the student's chance of securing employment (reference professional or vocational programmes only);
  - Any background or explanation provided by the applicant;
  - Whether there would be reservations in the University 'sponsoring' a student through placement.
9. The ARB does not usually interview applicants especially where there is consensus that the application and offer of a place should be allowed to continue subject to the normal academic criteria.
10. The ARB may seek guidance from colleagues outside of the University, for example, placement providers or partners, to assess the current view of potential employers and to ensure that there would be no bar to placements during the period of study where this is relevant. The name of the applicant would not normally be used during this consultation. The ARB may also communicate with the Probation Service.
11. The ARB may decide the following course of action:
- To admit the applicant with no conditions;
  - To admit the applicant with conditions;
  - To interview the applicant before making a final decision;
  - To recommend that the applicant contacts the programme convenor to discuss an approach and strategies to manage the conviction history during the programme of study and into future employment;
  - Where the criminal conviction was not declared by the applicant but identified through some other means, whether the applicant should be permitted to enrol onto the programme or continue on the programme, or recommend referral for review under other University policies or procedures.

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