



UCL Academic Manual

Chapter 1: Student Recruitment and Admissions Framework

Annex 1.3

Ex-Offenders Policy for Prospective and Current Students

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1. As an organisation assessing students' suitability for programmes and research which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), UCL complies fully with the code of practice and undertakes to treat all students fairly.
2. UCL undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
3. UCL can only ask an individual to provide details of convictions and cautions that UCL is legally entitled to know about and where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended).
4. UCL can only ask an individual about convictions and cautions that are not protected.
5. UCL is committed to the fair treatment of its students, prospective students or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
6. UCL actively promotes equality of opportunity for all.

7. UCL selects students only on the basis of academic merit, skills, qualifications and experience.

8. An application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the programme and/or research project concerned. For those programmes where a criminal record check is identified as necessary, our application materials contain a statement that an application for a DBS certificate will be submitted in the event of successful admission to a programme. Current students undertaking projects are made aware of the requirement for a DBS check prior to commencing the research.

9. UCL ensures that all those in UCL who are involved in the consideration of students eligibility for study have been suitably trained to identify and assess the relevance and circumstances of offences.

10. UCL also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

11. UCL makes every subject of a criminal record check submitted to DBS aware of the existence of the code of practice and makes a copy available on request.

12. UCL undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of admission or barring a researcher from undertaken a project.

13. UCL complies with the DBS code of practice including the secure storage, handling, use, retention and disposal of DBS disclosures and disclosure information and with its obligations under the Data Protection Act, 2018.

14. In line with the GDPR requirements, UCL ensures and records that applicants have read and understood the DBS' Privacy Policy for Standard and Enhanced checks.

15. In line with the GDPR requirements, UCL obtains and records explicit consent from applicants that they agree to UCL receiving e-results and that students are aware that information will be shared with colleagues with involved in the admissions process.