

POLICY STATEMENT ON STUDENT ADMISSIONS WHERE APPLICANTS ARE EX-OFFENDERS

1. General Principles

Having a criminal record will not necessarily prevent an applicant from studying at the University. Factors considered may include, but are not limited to, the number and pattern of the offences (if there is more than one), how long ago the offence(s) occurred and the age(s) of the offender when they occurred.

The Admissions Policy (Taught Courses) includes the following statement:

12.6 Applicants who disclose a criminal conviction

The University considers applicants who disclose a criminal conviction on an individual basis, and in the context of the course applied for. Having a criminal record will not necessarily bar you from studying with us. This will depend on the nature of the course applied for and the circumstances and background of your offence(s).

The Admissions Policy (Research Degrees) includes the following statement:

12.4 Applicants who disclose a criminal conviction

The University considers applicants who disclose a criminal conviction on an individual basis, and in the context of the research degree applied for. Having a criminal record will not necessarily bar you from studying with us. This will depend on the nature of the research degree applied for and the circumstances and background of your offence(s).

2. Disclosure and Barring Service (DBS)

As an organisation using the Disclosure & Barring Service (DBS) to assess applicants' suitability for positions of trust, the University of Huddersfield complies fully with the DBS Code of Practice and undertakes to treat all applicants for courses fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure based on conviction or other information revealed.

We will only require a Disclosure where the course applied **for contains elements subject to statutory requirements for Disclosure**. The University prospectus, website and associated admissions material will indicate that applicants to such courses are subject to a satisfactory DBS Disclosure being obtained.

Where a Disclosure is part of the student admissions process, we encourage applicants called for interview to provide details of their criminal record at an early stage in each respective process. The exact process involved may vary according to the School of Study to which the application is made. However, in all cases we guarantee that this information will only be seen by those who need to see it as part of the admissions process and will be dealt with under confidential cover by a designated person or office within the University. The University will only accept Disclosures from other organisations if the applicant subscribes to the DBS online update service and consents to the University conducting a status check.

We undertake to discuss any matter revealed in a Disclosure with the Disclosure applicant before withdrawing a conditional offer of a place on a course. In some

instances, it may be possible to offer applicants a place on another course which is subject to a lesser or no DBS Disclosure requirement.

We make every subject of a DBS Check aware of the existence of the DBS Code of Practice and will make a copy of the Code available on request.

3. Commitment to fairness, transparency, and consistency

The University of Huddersfield is committed to the fair treatment of users of its services, regardless of race, nationality, ethnic or national origins, gender, sexual orientation, marital status, family responsibilities, trade union activity, political or religious belief, age, disability, or offending background.

We promote equality of opportunity for all with the right mix of talent, skills, knowledge, and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview for admission as a student based on their skills, qualifications, experience, and potential.

This written policy on applicants to the University who are ex-offenders is made available to all Disclosure applicants at as early a time as is reasonably appropriate in the recruitment, admission or similar relevant process and is available on our website at <https://www.hud.ac.uk/policies>

4. Admissions Procedures

We ensure that those in the University who are involved in the recruitment and admissions processes have suitable guidance to identify and assess the relevance and circumstances of offences. The University also informs those who are involved in the recruitment and admissions processes of the need to comply with the relevant legislation relating to the employment of ex-offenders, e.g., the Rehabilitation of Offenders Act 1974 and the Safeguarding Vulnerable Groups Act 2006, and of the need to comply with the University's published policies and procedures relating to this.

Unless the nature of the course allows the University to ask questions about an individual's entire criminal record, for example those involving contact with children or vulnerable adults, we only ask about convictions that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). For all applications, certain old and minor convictions, cautions, reprimands, and warnings are subject to filtering rules and where the filtering rules apply these will not appear on DBS certificates and will not be taken into consideration. The filtering rules are available on the [DBS website](#).

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place about any offences or other matter that might be relevant to the student place. Failure to reveal information that is directly relevant to the place sought could lead to withdrawal of an offer or of a place on a course.

POLICY SIGN-OFF AND OWNERSHIP DETAILS

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REVISION HISTORY

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