

## Criminal Convictions Panel

There shall be a Criminal Convictions Panel

### Membership

The Criminal Convictions Panel shall comprise:

1. The Chief Executive (Chair)
2. The Director of Student Experience, Careers and Partnerships
3. The Director of Teaching and Learning
4. The Registrar

Where the Registrar deems it necessary, they will engage legal expertise to provide advice to the Panel.

### Quorum

The Panel shall be quorate if at least three members are present, one of whom must be the Chair.

### Secretary

The Panel will be serviced by a secretary, nominated by the Registrar. The secretary shall not have voting powers.

### Frequency

The Panel shall meet as required.

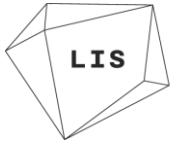
### Voting and Recommendations

It is expected that decisions of the Panel will be reached by consensus and after due debate. However, if a vote is required, then decisions shall be made on the basis of a majority of those attending and voting at a quorate meeting. In the event of an equality of votes being cast, the Chair of the meeting shall have a second or casting vote. A record of voting shall be minuted.

### Terms of Reference

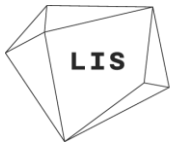
The terms of reference of the Criminal Convictions Panel are to:

- Review documentation gathered by the Head of Admissions and Widening Participation relating to an applicant's declaration of a relevant, unspent criminal conviction, as set out in the School's [Admissions Regulations and Procedures](#);
- Determine whether or not the applicant's application may progress, given the seriousness and nature of the applicant's offence and its compatibility with the programme, with participation in an academic and social setting, and with the School's responsibility for a safe and neutral environment for students and staff. In making its decision, the Panel will take into account:



- The nature of the offence;
- The time that has passed since the offence was committed;
- Any additional information provided by third parties (e.g., Social Services, the Probation Service, senior prison officers, legal advisors)
- Where more than one offence was committed, the number of offences, and whether each was a separate offence or part of a series of offences.
- Where the Panel is satisfied that an applicant's application may progress, it may stipulate conditions of offer (e.g., support for the application, restrictions to services or activities not related to the programme).
- Where the Panel is not satisfied that an applicant's application may progress, that application shall be denied.

The Criminal Convictions Panel reports to the Academic Council on an annual basis.



<b>Name of policy/procedure:</b>	<b>Criminal Convictions Panel: Membership and Terms of Reference</b>
<b>Document owner:</b>	Hannah Kohler, Director of Admissions and Student Support
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<b>Reviewed by:</b>	Dr Andrew Redford (Head of Quality)
<b>Audited by:</b>	Academic Council
<b>Date of Audit:</b>	12/2019, 03/2020 – approved
<b>Date of next review:</b> (annually unless otherwise agreed)	
<b>Related documents:</b> (eg associated forms, underpinning processes, related policies or overarching policies)	Admissions Regulations and Procedures for Staff Academic Council Membership and Terms of Reference

<b>Version Control</b>			
<b>Version</b>	<b>Author</b>	<b>Date</b>	<b>Brief summary of changes</b>
1	Hannah Kohler (Director of Admissions and Student Support)	03/06/2019	Original draft
2	Academic Council	18/11/2019	Requires update as part of wider review of governance articles given decision to pursue NDAPs
3	Hannah Kohler (Director of Admissions and Student Support)	01/03/2020	Separated out into standalone Terms of Reference
4	Academic Council	16/03/2020	Approved
5	Dr Andrew Redford	08/2021	Minor changes of job titles and membership (approved AC chairs action)