

MANCHESTER MEDICAL SCHOOL**CRIMINAL RECORDS BUREAU CHECKS****APPLICATIONS**

All applicants are required to complete the section on criminal convictions on the UCAS application form. If you have any prior criminal charges or convictions (including any of the following), you must inform the Admissions Manager at Manchester Medical School in writing when you apply:

- cautions
- reprimands
- final warnings
- fixed penalty notices
- bind-over orders
- penalty notices for disorder (PND)
- Criminal Behaviour orders
- ASBOs (full term)
- VOOs (full term)

Please note that having a criminal record is not necessarily a bar to obtaining a place.

Manchester Medical School reserves the right to request further information about any conviction including both spent and unspent convictions.

Information about a criminal record will not affect how your application is assessed. However, once detailed circumstances are known, your suitability and fitness to practise can be considered. Applications are initially considered on academic grounds and information about criminal records is only considered once a decision has been made in principle to offer you a place. If you have declared a criminal conviction in your UCAS application and if you are successful at interview, we would invite you to meet with the CRB Panel where you will be given the opportunity to discuss the nature of your conviction in more detail. The Panel will decide whether any offer should be confirmed or withdrawn. Applicants

will be notified in writing of the decision of the CRB Panel. It is absolutely essential that all past criminal matters are disclosed to the Medical School Admissions Office – if in doubt, you should contact the Admissions Office for advice.

When you register with the Medical School, you will be required to undergo an Enhanced Criminal Records Bureau Check. If this discloses any convictions, cautions, reprimands or any other criminal matters that you have not already told us about, we reserve the right to forfeit your place. Should you incur a new criminal conviction, caution, reprimand or final warning between submitting your application and starting the course, you must inform the Admissions Manager immediately.

For international students

International students are also subjected to the same rules as above. However, because the Criminal Records Bureau cannot access records information from overseas authorities, we ask international students to provide, as part of their conditional offer, either a police check or a letter of good conduct from their home country.

It is absolutely essential that you disclose to the Medical school full information about any criminal matters that have occurred. Failure to disclose such information could lead to the withdrawal of an offer of a place or discontinuation of your studies.