

Self Declaration (Disclosure) for all new students (from 2010 entry onwards)

When you accept your offer of a place, you will be required to complete and return a self-declaration form: you must declare all criminal convictions, cautions and disciplinary proceedings. This includes minor misdemeanours, but not road traffic offences dealt with by way of a fixed penalty notice.

If you declare a criminal conviction, the Admissions Tutor will contact you to discuss it and to gather information which the Tutor can present to the School's Fitness to Practise (FTP) Panel. This information is considered in confidence by the School's TFP panel, who take into account the seriousness of the conviction and the circumstances of the offence. The FTP panel consists of the Head of the School, senior academics, plus a representative from University Registry, and all procedures are conducted in accordance with University Regulations. The School is committed to promoting equality – in line with the GOC requirements and Cardiff University FTP policies – and will only withdraw an offer, or require that a student withdraws from the programme, if the evidence suggests their fitness to practise to be impaired.

Failure to disclose any relevant information that subsequently is revealed by checks will result in an investigation by the University's Fitness to Practise Committee, and you may be required to withdraw from the course.

The School is willing to advise if applicants are unsure about whether they have relevant convictions or health conditions that may affect their fitness to practise – in the first instance please contact [Richard Earlam](#) or [Christine Purslow](#).

Applicants are advised to discuss any relevant information prior to their application where possible.

All information received by the University is treated confidentially. The use and storage of this information complies with the Data Protection Act (1998) and the CRB Code of Practice.

The self declaration (disclosure) form must be received by the School before you enrol on the course.?

Enhanced CRB Checks for UK citizens

<http://www.crb.gov.uk/>

An applicant seeking CRB clearance must complete a form upon which s/he provides basic personal details which is then verified with the Criminal Records Bureau. When your place is confirmed, you will be sent the combined CRB/ISA form to complete in readiness. You will bring the completed form, payment and the required personal identification documents with you to 'Fresher's' Week' for the School to check. An Enhanced Disclosure application is paid by the

applicant. The School will check the documents, photocopy them, and return the originals to the student. The School will have a designated counter signatory to process the forms and send them directly to the CRB. The resultant record of disclosure is sent to the individual requiring clearance and a copy is sent to the organisation.

Students joining from Overseas

Overseas students who have their place on the course confirmed should start the process to provide a Certificate of Good Conduct from the police or appropriate legal authority in the country where you have been resident. The mechanism for obtaining this document may vary according to the country of origin.

NB If you have been in the UK for a year, then you will also be required to complete a CRB check.