|  |  |
| --- | --- |
| **Cardiff University Criminal Convictions Disclosure for Legal Practice and Graduate Diploma in Law Applicants** **(CAB application route)** | **cu_logo_v2.gif** |

Cardiff University operates a ‘Declaration of Criminal Conviction Policy and Procedure for Applicants to Cardiff University’s Programmes of Study’:

1. to ensure that it exercises a duty of care to the University community; and
2. to comply with external regulatory requirements, where admission to certain regulated programmes offered at the University are subject to the Rehabilitation of Offenders Act (1974) Section 4(2) (Exemption) Order 1975 and the Department of Health Circular HC (88)9 guidelines regarding child protection and police checks.

Applicants are required to positively declare on their application form whether they have any relevant criminal convictions. Applicants applying to the full-time Legal Practice Course or the Graduate Diploma in Law through the Central Applications Board (CAB) are not required to complete a criminal convictions disclosure at the point of application by the CAB. In order to discharge its duty of care, Cardiff University must therefore request the completion of this disclosure as a condition of offer. You must complete the disclosure slip below and return it to the Admissions Team at Cardiff University, either by post to Admissions, Registry, Cardiff University, 30-36 Newport Road, Cardiff, CF24 0DE, or via e-mail to Admissions@cardiff.ac.uk.

**Relevant Convictions**

Relevant criminal offences include convictions, cautions, admonitions, reprimands, final warnings, bind over orders or similar involving one or more of the following: i) any kind of violence including (but not limited to) threatening behaviour, offences concerning the intention to harm or offences which resulted in actual bodily harm; ii) offences listed in the Sexual Offences Act 2003; iii) the unlawful supply of controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking; iv) offences involving firearms; v) offences involving arson; vi) offences listed in the Terrorism Act 2006; and vii) offences similar to those listed above where the conviction was made by a court outside of Great Britain and that conviction would not be considered as spent under the Rehabilitation of Offenders Act 1974.

Convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974) are not considered to be relevant for the purposes of the University’s Declaration of Criminal Conviction Policy and Procedure and you should not reveal them to the University. You should note that certain offences are never spent. If you are not sure whether to tell us about a previous conviction, you should get more advice from your local Citizens' Advice Bureau or probation service, or from NACRO (the National Association for the Care and Resettlement of Offenders). You can also contact a solicitor, but you may have to pay for legal advice. At a later stage you may also be asked to provide more details. All information disclosed concerning criminal convictions is treated sensitively, confidentially and managed by the University in accordance with the Data Protection Act.

|  |
| --- |
| **Criminal Conviction Disclosure for Legal Practice or Graduate Diploma in Law Applicants (CAB application route)****Family name: ­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****First name(s): ­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Application number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Course applied for:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** If you have a relevant criminal conviction that is not spent, please enter **X** in the box. Otherwise, leave it blank. |