

CRIMINAL CONVICTIONS POLICY & PROCEDURE

This document sets out the policy for and procedure for how the University considers the risks to students' studies, and the wider University community where a student is accused of, or convicted of a serious offence, regardless of where that offence was committed.

ORGANISATION: FALMOUTH UNIVERSITY

APPLIES TO: STUDENTS

POLICY OWNED BY: DEPUTY VICE-CHANCELLOR

REQUIRED CONSULTEES: QUALITY ASSURANCE & ENHANCEMENT, APPLICANT SERVICES, LEGAL & COMPLIANCE; FXPLUS STUDENT & ACADEMIC SUPPORT, ACADEMIC SERVICES

APPROVED BY: ACADEMIC BOARD

DATE APPROVED: THURSDAY, 25 JUNE 2026

REVIEW DATE: MONDAY, 25 JUNE 2029

CRIMINAL CONVICTIONS POLICY & PROCEDURE

1 PURPOSE

- 1.1 The University has a duty of care to its students and staff and therefore we need to be informed of any alleged criminal activity and/or convictions by its applicants and students.

2 SCOPE

- 2.1 This policy and procedure applies to applicants who have accepted an offer and enrolled students.

3 REPORTING TO THE UNIVERSITY

- 3.1 If you are charged with a criminal offence, for which a custodial (prison) sentence could be imposed, you are required to report this immediately to the Quality Assurance & Enhancement Team: gae@falmouth.ac.uk. This applies:
- a) at any time after you have accepted your offer to study but not yet started your course; and
 - b) at any time during your enrolment, including during University holiday periods.
- 3.2 If you are convicted, then this must also be reported along with the details of any sentence imposed.
- 3.3 Applicants may be required to declare unspent convictions and/or undergo a Disclosure and Barring Services check in advance of enrolment where a specific course or partner requires this. You will be informed during the application process if this is the case.

4 LINKS TO THE DISCIPLINARY PROCESS

- 4.1 Conduct which may constitute a criminal offence may also amount to misconduct under the University's Student Disciplinary Procedure. Therefore, in addition to any criminal process, you may be subject to disciplinary action by the University, which may result in your enrolment being terminated. This will not normally be undertaken at the same time as criminal proceedings.
- 4.2 For the avoidance of doubt: It is deemed a disciplinary offence not to have disclosed any criminal proceedings that might lead to a custodial sentence to the University. This includes criminal proceedings taking place in other countries.

5 RISK ASSESSMENT PROCEDURE

- 5.1 Upon disclosure of criminal proceedings and/or conviction, the University will conduct a risk assessment to consider the likely risk to:
- a) your ability to successfully engage with your course; and
 - b) the wider university community as a result of the alleged offence/conviction.
- 5.2 The risk assessment will be conducted by a Student Risk Review Panel.

5.3 The risk assessment may find that:

- a) There is no risk to your studies or the University community, and you should be allowed to enrol/continue your studies as normal.
- b) Any risk can be managed through minor modifications to study patterns/behaviours or through a change of study mode (e.g. from on campus to online, where an appropriate course has been approved for that mode of study).
- c) There is a reasonable risk that you may not be able to engage in your course until the matter is resolved/and or the custodial sentence is complete. In these circumstances, the University will take necessary steps to protect your academic interests by requiring you to defer your enrolment or suspend you from your studies. In circumstances where criminal proceedings and/or a custodial sentence means that you will exceed the maximum two-year period of intermittence, your enrolment will be terminated.
- d) There is a risk that your alleged or actual (in the case of a conviction) behaviour represents a risk to the University community (including, but not limited to, violent or sexual offences, threatening behaviour, supply of prohibited drugs, or terrorism) and as a result your offer will be withdrawn, you will be suspended from study and/or enrolment terminated.

5.4 The outcome of the risk assessment will be communicated to you in a timely manner, proportionate to the complexity of the case, and usually within ten working days of you providing notification.

5.5 The initial disclosure, risk assessment and any subsequent communication will be treated confidentially, and only individuals directly involved with the risk assessment will be made aware of the circumstances. All documentation will be held by the Quality Assurance and Enhancement Team in accordance with the General Data Protection Regulations.

5.6 If you require a visa to study in the UK and are no longer able to meet the conditions of study associated with the visa, due to criminal proceedings, the University is bound to disclose this to the relevant authorities. This may result in sponsorship being withdrawn.

5.7 For all enrolled students, you will have access to the University's wellbeing support for an appropriate period of time, e.g. to provide support during criminal proceedings or to support transition out of, or into, study.

6 RELATED INFORMATION

6.1 Other related policies include:

- a) [Student Disciplinary Procedure](#)
- b) [Student Suspension Procedure](#)
- c) [Student Risk Review Procedure](#)
- d) [Admissions Policy](#)

7 CONTACT FOR FURTHER INFORMATION

7.1 Please contact gae@falmouth.ac.uk for further information.