

**Undergraduate Medical School
MBChB Admissions
Consideration of Criminal Convictions**

1.0 Disclosure of an offence

- 1.1 For entry to undergraduate medicine at the University of Glasgow, the following is required to be disclosed:

Convictions, cautions, fixed penalty notices (excluding minor traffic offences), reprimands/warnings, 'spent' convictions, fine/penalty imposed by a court and any other offences which have been recorded by bodies responsible for public order.

For the purposes of this guidance, all of the above will be identified as 'offences'

- 1.2 Disclosure of offences is required or encouraged for entry to undergraduate medicine at three stages in the admissions cycle:

- i. Individual with offence to contact the Admissions Administrator at least 8 weeks prior to applying to obtain a response on whether the offence will be acceptable for entry to medicine. (*encouraged*)
- ii. All offences are required to be disclosed, including those that are 'spent', on the UCAS form. (*required*)
- iii. All applicants who firmly accept an unconditional or conditional offer are required to complete the necessary enhance disclosure check through the appropriate organisation. All relevant information on this process will be sent to the applicant via email. Applicants who have resided in the UK this will be checked through Disclosure Scotland's Protection of Vulnerable Groups scheme and applicants who have lived outside the UK will be required to submit a police check from their country of residence. (*required*)

- 1.3 If an offence takes place after an application has been submitted, this must be made known to the Admissions Administrator immediately. If disclosure does not occur prior to commencing the course, it is likely that this will be considered a fitness to practise issue (http://www.gla.ac.uk/media/media_413985_en.pdf).

- 1.4 Should an offence be held, the applicant is normally required to provide the following documentation to the Admissions Administrator:

- i. confirmation from the relevant authorities of the nature and date of the incident
- ii. an explanatory letter, including personal reflection
- iii. two additional references satisfactorily confirming their suitability for medicine, in light of the conviction, caution or offence (or equivalent, spent or otherwise)
- iv. further information from the applicant may be requested by the Admissions Administrator

1.5 Information on offences provided to the School will have no influence on the consideration of the other information provided in the application form or performance at interview, if applicable.

2.0 Medical School consideration of offences

- 2.1 All offences will be considered by the MBChB Criminal Convictions panel, normally within 20 working days of receipt of all necessary information. Where this is not possible, the applicant should be informed within the 20 day period and given reason(s) for the delay.
- 2.1 The panel will be convened by the Operational Lead for MBChB Admissions. The membership will vary, but will include at least two members of senior academic staff.
- 2.2 Applicants/enquiries prior to application will be considered on a case by case basis, with consideration given to all the documentation collated. Additional areas of consideration or reference may include:
- i. the seriousness of the offence (please refer to 2.3)
 - ii. when the offence occurred
 - iii. the frequency and/or pattern of any offences
 - iv. mitigating factors
 - v. personal reflection/remediation of the offence and their suitability for a career in the medical profession
 - vi. offence in terms of suitability to be a member of the medical profession
 - vii. offence in terms of bringing the Medical School/University into disrepute
 - viii. GMC guidance for medical students and qualities of a good doctor (including trust) <http://www.gmc-uk.org/education/undergraduate/26643.asp> and http://www.gmc-uk.org/guidance/good_medical_practice.asp
- 2.3 i. Offences that will normally guarantee preclusion of an application include violent offences, child abuse/pornography or any other abuse, sex offences, supplying illegal substances, fraud.
- ii. Other convictions, cautions, fixed penalty notices, reprimands/warnings, 'spent' convictions, fine/penalty imposed by a court and any other offences which have been recorded by bodies responsible for public order will be considered by the Medical School in line with procedure, with the documentation provided. The outcome cannot be predicted or guaranteed.
- 2.4 Consultation with the University Head of Admissions may take place and it may be necessary to obtain specialist advice.
- 2.5 The decision will be communicated to the applicant or enquirer, normally within 10 working days of the decision being determined.
- 2.6 An applicant/enquirer may appeal the decision under the MBChB Admissions Appeals Procedure, if new evidence is to be presented which may have an impact on the decision, or if standard procedures were not followed.
- 2.7 For applicants/enquirers whose offence/s will preclude further consideration of the application, it is normal for the School to automatically apply the same decision to

any future applications, unless new evidence is presented which may have an impact on the original decision.

- 2.8 For applicants/enquirers whose offence will not preclude further consideration of the application and who reapply in subsequent admissions cycles will be required to undertake the same process in relation to consideration of offences (*refer to 1.1-2.7*). Unsuccessful applicants are therefore advised to retain all related documentation from previous application cycles.

3.0 Commencing Study

- 3.1 It is the applicant's responsibility to ensure that all checks are completed in time for commencing study. Applicants who have not undertaken satisfactory checks will not be permitted to commence the programme.
- 3.2 All students admitted with an offence will be placed on the Professionalism Concerns Register. This is a register of concerns that does not automatically constitute referral to a fitness to practise investigation, but serves as a record, should patterns of behaviour occur.
- 3.3 As part of the current arrangements for the UK professional registration scheme, the Medical School may provide the General Medical Council (GMC) with a list of graduating students who are on the Professionalism Concerns Register. This is to ensure the registration process runs as smoothly as possible with regard to disclosure. The final decision on registration lies with the GMC. Students on the register are encouraged to speak to the Medical School Administrator prior to graduating with regard to disclosure of offences.
- 3.4 Should an offence take place during a student's undergraduate career, they must disclose the offence to the Medical School immediately, where appropriate advice will be given.

4.0 Retention of data

- 4.1 All criminal record certificates are kept for a period of six months from the date of receipt, to allow for the consideration of any disputes or complaints.
- 4.2 The Admissions Administrator will securely keep a criminal records check database for registering new students for each year of entry. This will be kept for the duration of study, to enable the required record checks at time of graduation.
- 4.3 An anonymous database of decisions on offences is kept by Admissions for reference.