

## CRIMINAL CONVICTIONS INFORMATION SHEET

### **Criminal Conviction**

The University has a responsibility to provide a safe educational environment for its students and staff. For this reason all applicants seeking admission to the University's courses are required to declare any relevant criminal convictions that they may have so that appropriate checks can be made.

Relevant criminal offences include convictions, cautions, admonitions, reprimands, final warnings, bind over orders or similar involving one or more of the following: 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. Offences listed in the Sex Offences Act 2003. The unlawful supply of controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking, offences involving firearms, offences involving arson, offences listed in the Terrorism Act 2006.

If your conviction involved an offence similar to those set out above, but was made by a court outside of Great Britain, and that conviction would be not be considered as spent under the Rehabilitation of Offenders Act 1974, you should tick the box.

If you are applying for courses such as (but not limited to) teaching, medicine, dentistry, law, accountancy, actuarial, insolvency, healthcare, social work, veterinary medicine, veterinary science, pharmacy, osteopathy, chiropractic, optometry and professions or occupations involving work with children or vulnerable adults, including the elderly or sick people are exempt from the Rehabilitation of Offenders Act (1974). For these courses, you may need an 'enhanced disclosure document' from the Criminal Records Bureau. You may find the information below useful.

England & Wales	Criminal Records Bureau	<a href="http://www.crb.gov.uk">www.crb.gov.uk</a>
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<p><b>Courses in teaching, health, social work and courses involving work with children or vulnerable adults</b></p> <p>For these courses, you must declare <b>YES</b> if any of the following statements apply to you:</p> <ul style="list-style-type: none"><li>a. I have a criminal conviction</li><li>b. I have a spent criminal conviction</li><li>c. I have a caution (including verbal caution)</li><li>d. I have a bind-over</li><li>e. I am serving a prison sentence for a criminal conviction</li></ul> <p>If statement e applies to you then you must also give the prison address as your postal address on page 1 of your application and a senior prison officer must support your application.</p>	<p><b>All other courses</b></p> <p>For these courses, you must declare <b>YES</b> if any of the following statements apply to you:</p> <ul style="list-style-type: none"><li>a. I have a relevant criminal conviction that is not spent</li><li>b. I am serving a prison sentence for a relevant criminal conviction</li></ul> <p>If statement b applies to you then you must also give the prison address as your postal address on page 1 of your application and a senior prison officer must support your application.</p> <p>Convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974) are not considered to be relevant and you should not reveal them.</p>
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Applicants who answer **YES** will not be automatically excluded from the application process. However, the Student Advice Manager may want to consider the application further or ask for more information before making a decision.

**If you are convicted of a relevant criminal offence after you have applied you must tell Southampton SOLENT University. Please contact the Student Advice Manager for further details.**

## RESIDENTIAL CATEGORY (COMPILED WITH THE HELP OF UKCISA)

Along with other information in your application this helps Southampton Solent University to establish your status for the payment of tuition fees. Although we cannot tell you which category to select, the brief explanations set out below should establish your provisional status. Southampton Solent University will make the final decision on your category and so all queries should be directed to us.

The categories are as follows:

### **1 UK Citizen or EU National:**

You are a UK or EU national, or are the child or grandchild, or spouse or civil partner of a UK or EU national, and have lived in the European Economic Area (EEA), Switzerland or Overseas Territories (OT) for the past three years, but not just for full-time education. If you have been living in the EEA, Switzerland or OT for three years partly for full-time education, you also lived in the EEA, Switzerland or OT prior to that three year period.

### **2 EEA or Swiss National:**

Either: You are an EEA or Swiss national working in the UK, or you are the child, spouse or civil partner of such a person or you are the parent or grandparent of an EEA national working in the UK. You have lived in the EEA or Switzerland or OT for the past three years, but not just for full-time education. If you have been living in the EEA, Switzerland or OT for three years partly for full time education, you also lived in the EEA, Switzerland or OT prior to that three year period. Or: You are the child of a Swiss National and have lived in the EEA or Switzerland or OT for the past three years, but not just for full-time education. If you have been living in the EEA or Switzerland or OT for three year partly for full time education, you also lived in the EEA, Switzerland or OT prior to that three year period.

### **3 Child of a Turkish worker:**

You are the child of a Turkish national who has lawfully worked in the UK, and you have lived in the EEA, Switzerland or Turkey for the past three years.

### **4 Refugee:**

You have been recognised as a refugee by the British government or you are the spouse, civil partner or child under 18 of such a person at the time of the asylum application.

### **5 Humanitarian Protection or similar:**

You have been granted Exceptional Leave to Enter or Remain, Humanitarian Protection or Discretionary Leave or you are the spouse, civil partner or child under 18 or such a person at the time of the asylum application.

### **6 Settled in the UK:**

You have Indefinite Leave to Enter or Remain in the UK or have the Right of Abode in the UK and have lived in the UK, the Channel Islands or the Isle of Man (or more than one of these) for three years, but not just for full-time education. (However, this does not apply if you are exempt from immigration control, for example, as a diplomat, a member of visiting armed forces or an employee of an international organisation or the family or staff member of such a person: if this is your situation your residential category is Other).

### **9 Other:**

If none of the above apply to you please contact the relevant faculty you are making an application to for further assistance.

## NOTES ON HOW TO COMPLETE THE APPLICATION FORM

### Note 1

You are encouraged to make a disability disclosure where it may impact on your student experience. You will then be contacted by staff in Access Solent inviting you to discuss the potential impact on your studies and to identify relevant support. Find out more at [www.solent.ac.uk/access](http://www.solent.ac.uk/access).

Please enter a code from the following list:

- A No disability
- B You have a social/communication impairment such as Asperger's syndrome/other autistic spectrum disorder
- C You are blind or have a serious visual impairment uncorrected by glasses
- D You are deaf or have a serious hearing impairment
- E You have a long standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy
- F You have a mental health condition, such as depression, schizophrenia or anxiety disorder
- G You have a specific learning difficulty such as dyslexia, dyspraxia or AD(H)D
- H You have physical impairment or mobility issues, such as difficulty using your arms or using a wheelchair or crutches
- I You have a disability, impairment or medical condition that is not listed above
- J You have two or more impairments and/or disabling medical conditions

### Note 2

The University has a duty of care to provide a safe educational environment for its students and staff. For this reason all applicants seeking admission to the University's courses are required to declare any relevant criminal conviction(s) they may have so that appropriate checks can be made. Any information you provide will be treated as strictly confidential.

### Note 3

This address is the one the University will use for future correspondence unless an alternative correspondence address is given.

### Note 4

A correspondence address is required if you want post to be sent to any address other than your family home. If you are an International applicant you must enter your overseas address as 'Home Address', and enter under 'Address for Correspondence' the address where you may be contacted while in the UK.

### Note 5

Country of permanent residence. This is the country in which you are **normally** permanently resident.

### Note 6

If you were born outside the UK but now live in the UK, please give the date when you began living here permanently.

### Note 7

If you have indicated an employer or corporate sponsor, an invoice will be sent direct to them at the address given. However, if you work for a department of your company and the invoice should go to the Head Office please give details in the space provided. Proof of corporate sponsorship/employer agreement or loan schedule must be produced prior to or at enrolment. If you are paying your own fees, payment may be made at The Income Team, Finance Service. Payment of fees may be made by cash, cheque (payable to Southampton Solent University), MasterCard/Visa credit card or bank transfer. You may also make an arrangement to pay your fees by instalments by agreement with The Income Team.

### Note 8

Please provide details of the most recent educational institution you have attended. This may be a University, College or School. You should also provide the full address of the Institution and contact details.

### Note 9

Please note that we need to see either original or certified copies of all relevant Certificates and all transcripts where applicable. Documents must be in English and certified as a true copy. From 6 April 2012 a new maximum five year time limit was introduced for non-EEA students studying on courses at degree level (undergraduate and master's where applicable). Check the Home Office website and University website for further information.

### Note 10

Please list six units for your semester/ first semester. These need to be verified with your home institution if you need to take back academic credit. These units will be offered to you where possible, however they are dependent on timetable and the unit needing to be withdrawn.