

## **POLICY ON PROGRESS OF STUDENTS WHO ARE REMANDED OR GIVEN A CUSTODIAL SENTENCE WHILST ON COURSE**

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- 1.1. Imperial College London is committed to the fair treatment of its students regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
- 1.2. This policy and procedure applies to all students at Imperial College who are returning or planning to return to the College after serving a custodial sentence. The procedure will be operated on a confidential and need-to-know basis with the key principle being the welfare both of the individual student and the College community as a whole.
- 1.3. The College may become aware of the existence of students' criminal convictions in a number of ways, including:
  - Self-disclosure
  - Information provided by a member of staff
  - Student disciplinary proceedings
  - Through the media
  - As a result of an Independent Safeguarding Authority (ISA) scheme check
  - As a result of a Criminal Records Bureau (CRB) check (for Undergraduate Medicine students)
- 1.4. For a student who has been convicted during their time at Imperial College, the College may deem it appropriate to take disciplinary action against the student, depending on their circumstances. The student would normally be charged whilst in prison, with the hearing arranged as soon as possible after their return to College. The aim of disciplinary action would be to assist with rehabilitation of the student and to minimise the risk of a re-occurrence of any misconduct.
- 1.5. Students whose course of study leads to provisional registration as doctors will automatically be referred to the Faculty of Medicine's Student Progress Group for consideration under the College's Procedure for the Assessment of Fitness to Practise Medicine. Taking the protection of the public as the paramount consideration, the Dean of the Faculty of Medicine shall decide whether restrictions and if so what restrictions should be placed on the student's activities. Any restrictions imposed shall remain in place until the Fitness to Practise Medicine Panel or the Dean of the Medical Faculty direct otherwise.

- 1.6. If no disciplinary action is to be taken, a risk assessment needs to be carried out before the student intends to return. The risk assessment should take the form of a review co-ordinated by Registry involving the following members of College staff:
- Head of Security
  - Dean of Students
  - Academic Registrar (or nominee)
  - Representative of relevant academic department
  - President IC Union
  - IC Union Student Adviser
  - Hall Warden (if relevant)
- 1.7. The review will assess whether the criminal record of a student gives reasonable grounds for considering that the continuation of studies of the individual:
- a) Poses a real threat to the safety or property of staff, students, visitors, those coming into contact with the student during their studies or others involved in College business, or;
  - b) Would be contrary to the law or to the requirements of any relevant professional or other regulatory body, or;
  - c) Would bring the College into disrepute.
- 1.8. It should be noted that if a student is permitted to return to their studies, they may be advised that access to certain College services may be restricted, for example student accommodation, depending on the circumstances of the individual case.
- 1.9. Arrangements will not be made for the student to sit examinations whilst in prison or in other custody. If the student is allowed to return, the individual will take the examinations in College at the next available opportunity.
- 1.10. All students on undergraduate Medicine programmes require a CRB check. As an institution using the CRB disclosure service to assess a student's suitability for positions of trust, Imperial College London complies fully with the CRB Code of Practice and undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

*In compiling this policy use was made of existing policy from the University of Sheffield, University of Bristol, and University of Leeds. Elements of the Criminal Records Bureau*

*Policy Statement, Relating to Students<sup>1</sup> and the Policy on the Recruitment of Ex-Offenders<sup>2</sup>, which already exist at Imperial College London, were also used.*

Approved by Senate  
November 2011

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<sup>1</sup><http://workspace.imperial.ac.uk/registry/public/Procedures%20and%20Regulations/Policies%20and%20Procedures/Criminal%20Records%20Bureau%20Policy%20Statement%20Relating%20to%20Students.pdf>

<sup>2</sup><http://workspace.imperial.ac.uk/registry/public/Procedures%20and%20Regulations/Policies%20and%20Procedures/Policy%20on%20the%20Recruitment%20of%20Ex-Offenders.pdf>