



Criminal Record Checks

For Medicine Offer Holders

The University's Medical Education Committees, together with the Colleges, have agreed that before admission, all Medicine students are required to undergo an Enhanced Disclosure of any criminal record through the Disclosure and Barring Service (DBS), Disclosure Scotland or Access Northern Ireland. This information sheet provides further details about criminal record checks and the procedure in place for Medicine offer-holders at the University of Cambridge.

Procedures for applicants

1. All offers of a place to study Medicine will be conditional on completion and receipt of a satisfactory enhanced disclosure check by the DBS as requested by the University of Cambridge. If you have a criminal conviction you should have ticked the box in the "about you" section of your UCAS application but will still need to complete the required level of disclosure. Please note existing checks can only be accepted if you signed up to the DBS Update Service and are able to produce your original DBS certificate.

You should be aware that for courses involving work with children or vulnerable adults, any criminal convictions, including sentences and cautions (including verbal cautions), reprimands, final warnings and bind-over orders, are exempt from the Rehabilitation of Offenders Act 1974. This means that if the criminal record check identifies that you have had a conviction, this information will be made available to the University and College considering your application. If you are convicted of a criminal offence after you have applied, you must tell UCAS and the Student Registry during the application cycle. Please send, in confidence, written details of the type of offence.

2. If you firmly accept a conditional or unconditional offer of a place for 2024 entry the University will contact you by email to advise you what you need to do to complete a DBS check.

The email giving all the information will normally be sent to you in the spring before you commence your course. Therefore, if you intend to start your course in October 2024 you will be sent the information pack in spring 2024. Please ensure you regularly review your 'junk' and/or 'other' folders.

It is in your interest to disclose any information about criminal records at an early stage in the application process.

3. When you receive the information email, you are required to make the payment and complete the DBS check online through Agenda as soon as possible, Agenda use a third-party provider, YOTI, to verify identity documentation, further information is provided in the initial correspondence to applicants from the Student Registry. Should verification fail, you will be required to provide your documentation to, and meet with, a representative of the Student Registry to satisfy this requirement.
4. Processing by the DBS or equivalent organisation takes a minimum of six weeks and often takes longer; therefore please make sure you complete your check by the deadline given in the email you will receive.
5. Applicants from outside the UK, and those who have spent more than six months consecutively abroad in the five years before being offered a place, will be asked to sign a Self-Declaration form and to provide the result of such criminal record check or such equivalent documentation as is available in the country or countries of residence by the stated deadline. The DBS can advise on the availability of criminal record information from some countries [Criminal records checks for overseas applicants - GOV.UK \(www.gov.uk\)](#). It is the responsibility of the applicant to obtain their overseas certificate/clearance, complete a Self-Declaration form, incur any fees and obtain (where applicable) an English translation.
6. Once the check is complete the DBS will send you a certificate, please ensure you retain this and bring it with you to Cambridge, for validation, when you commence your studies.
7. **As a condition of your offer to study Medicine you are required to sign up for the DBS Update Service [DBS Update Service - GOV.UK \(www.gov.uk\)](#). You must sign up within 28 days of receiving your certificate.** This also negates the need for additional checks to be completed throughout the course of your study.
8. Applicants will be responsible for paying the costs of DBS, annual subscription to the update service, and/or any necessary overseas criminal record checks.
9. If the disclosure reveals any spent or unspent convictions, cautions, reprimands, or final warnings, it will be referred to the University's Criminal Records Panel (CRP) for consideration. The University may invite your College to ask you to submit, in writing, any relevant information about the circumstances that led to the offence being committed, together with any additional details of the nature of the offence. The Panel will inform you and your College Tutorial Office of the outcome.