



## INITIAL DECLARATION OF CRIMINAL INVESTIGATIONS, CHARGES, CAUTIONS, CONVICTIONS OR COMMUNITY RESOLUTION ORDERS WHILST REGISTERED ON A PROGRAMME OF STUDY

You should complete this form if, whilst registered on a programme of study at the University, you have been investigated, convicted of, cautioned for, reprimanded for or charged with any criminal offences, including motoring offences (you do not need to declare parking or speeding offences which were subject to fixed penalties). *Conviction includes being put on probation or being given an absolute or conditional discharge or being bound over or being given a formal caution.*

The completed form should be sent to the Student Conduct, Complaints and Compliance Team, Student Administration and Support by email to [studentconduct@liverpool.ac.uk](mailto:studentconduct@liverpool.ac.uk). You are responsible for updating the Student Conduct, Complaints and Compliance Manager as your circumstances change. This can be done by email to the above email address.

DR/MR/MRS/MISS/MS	SURNAME	FORENAME(S)	
STUDENT NUMBER		PROGRAMME OF STUDY	
YEAR OF STUDY			
TERM-TIME ADDRESS		PERMANENT ADDRESS	
FULL DETAILS OF INVESTIGATION, CHARGE, FORMAL CAUTION OR CRIMINAL CONVICTION (COPIES OF RELEVANT DOCUMENTATION <u>MUST</u> BE ATTACHED. CONTINUE ON A SEPARATE SHEET IF NECESSARY)			DATE(S) RECEIVED
DETAILS OF PENALTY/SENTENCE (IF APPLICABLE)		I declare that this information is accurate to the best of my knowledge and belief  Signed:   Date:	

This information will remain confidential and, in accordance with the Data Protection Act 2018 and the Student Conduct Policy, will only be shared with those who need to know about your circumstances. This could include your Head of School, your Academic Advisor/Supervisor, Head of Accommodation and/or your Hall Warden or Manager, your Faculty's Executive Pro-Vice-Chancellor, Director of Computing Services Department, Members of the University's Disciplinary Panel, the University's Legal, Risk and Compliance team, or other appropriate Professional Services staff

By declaring information on this form you do not automatically become the subject of the University's formal disciplinary process. It is likely, however, that your circumstances will be investigated to establish whether you have contravened the University's Student Conduct Policy and the Standards for Student Conduct (<https://www.liverpool.ac.uk/student-administration/policies-procedures/conduct-discipline/>) or that you pose a risk to the University's community.