

Information for all applicants (UK, EU or International) who intend to firmly accept their offer of admission for a programme of study requiring PVG Scheme membership

The following guidance is intended for applicants who intend to firmly accept a place on a programme which requires PVG Scheme membership, and who HAVE NOT disclosed that they have a criminal conviction on their application form.

All applicants to the University of Edinburgh who intend to study on programmes in MClintDent, Medicine, Nursing, Oral Health Sciences, Social Work, or Teacher Education are required to join the Disclosure Scotland Protecting Vulnerable Groups (PVG) Scheme before they begin their studies. The PVG Scheme provides the University with vetting information regarding an individual's convictions for any crime committed in the UK.

PVG Scheme applications are processed through the University for all programmes except for those in Social Work, which are administered by the Scottish Social Services Council and, if relevant, you will be contacted separately regarding this.

Applicants who have lived in a country outside the UK for a period of 6 months or more either in the last 10 years or since the age of 16.

In addition to joining the PVG Scheme, you must also provide a Criminal Record Check from all countries outside the UK in which you have been resident for a period of 6 months or more (in a single period) either in the last 10 years or since the age of 16. Information on how to obtain a Criminal Record Check from countries outside the UK can be found on the UK Government website:

<https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>

If the certificate is in a language other than English you will also need to provide a certified translation. For more information on what is required please see the following website:

<http://www.ed.ac.uk/studying/postgraduate/applying/certified-translations>

If you are/were resident in a country that is not included on the UK Government list, you should obtain a Police Check/Certificate of Good Conduct from the local police authority in the relevant country. If the information is in a language other than English, you will also need to provide a certified translation of the document.

In exceptional cases where it is not possible to obtain a Police Check/Certificate of Good Conduct, you may seek permission from the relevant Undergraduate Admissions Office or Postgraduate Office to submit a Self-Declaration Certificate, together with a character reference, to demonstrate your good character. If the Admissions Office or Postgraduate Office approves your request, they will provide you with a Self-Declaration form for completion. The character reference should be on letter-headed paper, and should be provided by a professional (teacher, employer, doctor, chaplain etc.) who has known you for at least two years and who can vouch for your good conduct. This reference must not be provided by a member of your family. If the reference is provided in a language other than English, you will also be required to submit a certified translation.

Please note that a failure to disclose that you have a criminal conviction which is later revealed could lead to your application being considered to be fraudulent. In such a case, your application will be dealt with in accordance with the *Policy and procedure regarding admissions fraud*.