

## **Self-Declaration Form**

As per the Faculty of Medicine CRB Disclosure Policy and Procedures <https://education.med.imperial.ac.uk/Policies/Policies.htm> all existing registered students due to progress to Year 5 of the course in July of each year are required to complete a self-declaration in January/February noting if they have received any Fixed Penalty Notices or fines, police cautions, convictions or have a case pending with the police.

Where a positive declaration is made, this will be reviewed and the student may be required to complete a new disclosure. The FEO will notify the student by email and the new enhanced CRB Disclose should be completed within 10 days of the FEO notification. Details of how to apply for an Enhanced CRB Disclosure are available via <https://education.med.imperial.ac.uk/Policies/Policies.htm>

Entry to Year 5 is dependent upon the completion of this declaration and where necessary, completion and receipt of a CRB Disclosure. In the event that a positive CRB disclosure is received a decision on whether to temporarily suspend the student during part or all of the investigation processes will depend on the nature of the offence in question. The decision will be made by the Director of Education or their designated deputy in consultation with the College Registry and other parties.

**Completed declarations should be returned in a sealed envelope by the required deadline to:**

Mr Jitender Yadav  
Clinical Curriculum Manager  
Faculty Education Office  
Reynolds Building,  
Charing Cross Campus

**Note:**

Any information disclosed in this declaration will be treated as strictly confidential. This information will be retained by the University under secure conditions and is not disclosed to any third party outside the University (other than in pursuance of a legal obligation).

If information relating to offences is withheld, erroneous, or is given in an incomplete form by the student, then the Faculty reserves the right take disciplinary action against the student.

Please complete in **BLOCK CAPITALS** and sign the form

CID: .....	Title: .....	Surname: .....
Forename(s): .....		Date of Birth: ...../...../.....
<b>Declaration</b>  Since your last CRB Disclosure, have you:  <b>Received a Fixed Penalty Fine or Notice police caution, warning or reprimand? If yes, please give brief details including dates*:</b>     <b>Received a criminal conviction? If yes, please give brief details including dates*:</b>     <b>A case pending with the police? If yes, please give brief details including dates*:</b>     Continue on a separate sheet if necessary and attach it to this form.		
I (signature) ..... declare that the information on this form is true and accurate  Date: ..... University Stamp:		

Completed declarations should be returned in a sealed envelope by the required deadline to:  
Mr Jitender Yadav, Clinical Curriculum Manager  
Faculty Education Office, Reynolds Building, Charing Cross Campus.