Postgraduate Applicant receives a formal offer of **Applicant** Admissions admission. Office Applicant accepts offer and emails pg.criminalconvictions@admin.cam.ac.uk to declare any relevant, unspent criminal convictions, stating the date of conviction, the offence and the sentence. Postgraduate Admissions Office places offer on hold and asks the applicant for additional information about the offence(s). Applicant provides additional information, including a statement from their Probation Officer or a Senior Prison Officer. **Head of Postgraduate Admissions** completes a risk assessment form. If assessment confirmed by Standing Committee NO Is the offence a on Criminal Conviction medium/ high Declarations, PAO risk? proceeds with offer as normal. YES Case referred to the Standing Committee on Criminal Conviction Declarations to review risk assessment, gather additional information and liaise with College(s). Offer proceeds without Offer withdrawn and additional conditions; applicant informed. applicant informed. Standing Committee decision. Offer proceeds but non-Additional information academic conditions requested before applied; applicant reconsideration. informed.