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**Notification of being charged with a criminal offence or acquiring a criminal record whilst enrolled on a programme of study**

You should complete this form if, whilst enrolled on a programme of study with the University, you have been cautioned or arrested for, or charged or convicted with any criminal offence, including motoring offences (except parking or speeding offences which are subject to fixed penalties). Conviction includes being put on probation or being given absolute or conditional discharge or being bound over or being given a formal caution.

The completed form should be sent to the Student Conduct Officer either in hard copy to, Academic Registry, Lord Balerno Building, Heriot-Watt University, Edinburgh, EH14 4AS or by email to [conduct@hw.ac.uk](mailto:conduct@hw.ac.uk). You are responsible for updating the Student Conduct Officer as your circumstances change.

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| --- | --- | --- | --- |
| Last Name |  | First Name |  |
| Title |  | Student ID Number |  |
| Programme of Study | |  | |
| Term Time Address | |  | |
| Permanent Home Address | |  | |
| Contact Telephone Number | |  | |
| Details of Caution, Arrest, Charge or Conviction  (Please attach relevant documentation and continue to a separate sheet if necessary) | | | |
|  | | | |
| Details of Penalty/Sentence (if applicable) | | | |
|  | | | |
| Declaration  I declare that this information is accurate, to the best of my knowledge of belief | | Signed:  Date: | |

This information will remain confidential and, in accordance with the Data Protection Act 1998, will only be shared with those who need to know about your circumstances. This could include your Head of School, your Mentor, the Director of Student Support and Accommodation, Dean, the Head of Information Services, members of the University Discipline Committee, the Head of Governance and Legal Services, or other relevant staff.

By declaring information on this form you do not automatically become the subject of formal University’s formal disciplinary process. It is likely, however, that your circumstances will be investigated to establish whether misconduct has occurred (as defined in the Student Discipline Policy and Procedures) or that you pose a risk to the University community.