# Open College of the Arts Receiving a criminal conviction while studying with OCA policy

All current students are required to disclose ‘relevant’ unspent convictions when applying to re-enrol with OCA, or if the conviction occurs during a term of study.

If a student begins a custodial sentence while registered for a qualification, or enrolled for a course unit, the registration / enrolment will continue only if permitted by the Prison Service Instruction (Open University, Higher Education and Distance Learning) 32/2012. However, there may be restrictions of situation that prevent some units from being studied by those with custodial sentences.

If a student or prospective student is not serving a custodial sentence but, as a consequence of conviction for a relevant offence, is subject at any time to any order, restriction or arrangement imposed by a court or other authorised body in connection with:

* release on licence
* an alternative to a custodial sentence
* the protection of the public, or a section of the public
* preventing, restricting or managing offending behaviour of any kind

they must notify OCA of any such order, restriction or arrangement as soon as possible.

If a student is on licence the student must ask their parole officer to contact OCA as soon as possible to discuss:

1. any restrictions of service required to ensure the student does not inadvertently break the terms of licence via services provided by OCA;
2. any restrictions required to protect the OCA student community as a whole.

These restrictions of service may include, but are not limited to:

* some course units
* OCA email account, including Google Meet
* OCA student site
* access to email groups
* access to web forums
* cloud storage facilities
* study days

If at any stage a student or prospective student fails to disclose accurately information regarding ‘relevant’ unspent criminal convictions, then this will be regarded as an extremely serious matter and dealt with under the Disciplinary Procedure and may lead to expulsion from OCA.