

POLICY ON APPLICATIONS THAT INCLUDE FALSE OR FRAUDULENT INFORMATION

Cardiff Metropolitan University is committed to ensuring that applicants are admitted on the basis of fair admissions practices, and will not allow applicants to undertake a programme at the University on the basis of false, incorrect or misleading information.

Where staff involved in the admission of students have reason to believe that the information supplied is false, incorrect or misleading, the University reserves the right to request additional information from the applicant or any other person, or organisation able to authenticate and verify the information provided.

Fraudulent applications are categorised as individuals who provide false information to gain a place by deception, aim to secure financial assistance by deception and seek to obtain a student visa for the purpose of entering the UK by deception.

If it found upon investigation that the information is false or inaccurate and/or additional information is not provided upon request, the University will withdraw the application.

Applicants will also not be considered for a place if they reapply to the University, when information provided is found to be false or inaccurate.

If the University has grounds to believe that a student obtained their place on the basis of false, incorrect or misleading information then the students will be referred to the Director of Student and Registry Services for investigation under the Student Disciplinary Procedure. If it is found that the place was obtained falsely then appropriate action will be taken under the procedure including expulsion.

Applicants Role and Responsibilities

- To provide accurate information at all stages of the admissions process
- To respond promptly (usually within 21 days) to any requests for information needed to support the University in reaching its decision
- Inform the University of any changes in relation to information provided at application that are relevant to admission.

Applicant Declarations

All applicants whether applying through UCAS, UTT or direct to the University are required to sign a declaration on the application from certifying that the information provided is correct.

Verification of Applications

The University takes the issue of fraud very seriously and undertakes the following procedures:

- Verifies qualifications before entry which includes the contacting of appropriate bodies.
- Works with UCAS to detect fraudulent applications with its Hunter facility.
- Requires students to show original academic qualification certificates where these have not been previously verified.

Plagiarised Personal Statements

UCAS/UTT check all personal statements using a similarity detection system. Any statements showing significant levels of similarity are reviewed by members of the UCAS Similarity Detection Service and institutions and applicants are notified of any cases where there are reasonable grounds to suspect plagiarism.

Once this information is received from UCAS, staff involved in the admission of students would consider if the applicant would be provisionally offered a place and then review the information in the personal statement with the Admissions Manager to decide whether there is a case to be answered. If there is no case the applicant will receive an offer of a place but if it is suspected that plagiarism may have taken place, the applicant will be contacted to provide additional information.

A set period usually 14 days will be given to the applicant to provide this information and if this is not provided the application will be made unsuccessful.

Once the additional information is received the Admissions Manager in consultation with the relevant programme tutor will look at the extent and significance of the plagiarism allegation and the nature of the course applied for to arrive at a decision. This may also involve the applicant being called for interview in order to ensure that the applicant is not discriminated against.

Once a decision has been reached the applicant will be informed of this and the decision entered with UCAS or the UTT.

Complaints Procedure

Any applicant whose application is withdrawn within the scope of this policy may seek a review of the decision using the Universities Complaints Procedure. However if the applicant is able to provide additional information which verifies the queried content on the application the University will reinstate the application subject to consultation and approval with relevant parties including the Head of School.

Reporting and Monitoring

The Admissions Manager will monitor levels of fraudulent activity and associated outcomes and report this annually to the Head of Student Recruitment and Marketing who will inform the Senior Management Team in order to assess if the University needs to change its procedures.