



Cardiff
Metropolitan
University

Prifysgol
Metropolitan
Caerdydd

Policy on the use of Fraudulent, False, Incorrect or Misleading Information to gain admission to the University

1.1 Purpose

The purpose of the policy is to appropriately manage the detection or suspicion of a student's use of fraudulent, false, incorrect or misleading information as part of their admission to the University.

1.2 Scope

This policy applies to all prospective or current students at Cardiff Met, to include both home and international.

1.3 Principles

Cardiff Metropolitan University is committed to ensuring that applicants are admitted based on fair admissions practices and will not allow applicants to undertake a programme at the University on the basis of fraudulent, false, incorrect or misleading information. The University takes this matter very seriously in order to maintain the integrity of the admissions process.

If the University has reason to believe that the information supplied in order to gain admission to the University, is fraudulent, false, incorrect or misleading, the University reserves the right to request additional information from the prospective or current student, or any other person or organisation able to authenticate and verify the information provided and to carry out further investigation if necessary.

If it is found, on balance of probability, upon investigation by Admissions and or Compliance that the information is fraudulent, false, incorrect or misleading; and/or additional information is not provided upon request, the University will withdraw the offer, if they are a prospective student.

Once applicants are enrolled at the University as students, and the University has grounds to believe that a place was obtained on the basis of fraudulent, false, incorrect or misleading information then the student may be dealt with under this Policy or referred to the Student Disciplinary Procedure.

If it is found, on the balance of probability, that the place was obtained falsely then appropriate action will be taken under the applicable procedure, which may include a sanction of permanent exclusion.

If the University receives confirmation from a verified third party proving that information provided by an enrolled international student as part of their application is fraudulent, false, incorrect or misleading, the University reserves the right to act in accordance with its UKVI Student Sponsor licence obligations and withdraw the student immediately from their programme of study and withdraw its sponsorship of the student under the Student Route.

If there is a withdrawal of an offer, or a place at the University, the student will also not be considered for a place if they reapply to the University.

1.4 Process

It is the University's responsibility to ensure that all applicants admitted to the University have verified qualifications (Please also refer to the [Verification of Qualifications Policy](#)).

For International applicants and applicants whose qualifications are not received through UCAS, or verified through a Unique Learner Number, electronic copies of original supporting documentation such as transcripts and certificates, and where applicable, English Language qualifications, are required. As part of the verification process, the University reserves the right to request original documentation. Any failure to verify documentation or information will result in a withdrawal of the offer.

Where there is any suspicion of fraudulent, false, incorrect or misleading information within an application, or where it is determined that any documentation requires additional verification, the admissions process is suspended pending investigation of the application. During this time, no offer is made to the student, and a Confirmation of Acceptance for Studies (CAS) will not be provided (or both will be withdrawn if already provided), until the investigation is complete, and verification obtained.

As part of the University's UKVI Student Sponsor licence obligations, the University must ensure that all documents considered in the offer making process are authentic, and verified (where required), before a CAS or Visa support documentation is issued and prior to registration to the University. A CAS may be withdrawn on the basis of suspected fraudulent, incorrect or misleading information provided as part of an application, or where documents cannot be verified. Where this occurs, applicants will be notified.

For UCAS applicants, any application that requires additional verification will be referred to the UCAS Verification Team who will undertake fraud and similarity

detection procedures on behalf of the University. Applications may be withdrawn where fraudulent, false, incorrect, missing, and/or misleading information is found.

The University requires students to show original academic qualification certificates where these have not been verified previously and also may, at any time, request to examine the original documents used by a current registered student in support of their application to study at the University. Such documents may include transcripts, qualification certificates and passports.

1.5 Plagiarised Personal Statements

UCAS 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 Head of Admissions to decide whether there is a case to be answered. If there is no case, the applicant will receive an offer of a place. Where there is suspicion that plagiarism may have taken place, the applicant will be contacted to provide additional information.

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

Once the additional information is received, the Head of Admissions 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 to provide the applicant with an opportunity to answer the concerns raised. Once a decision has been reached the applicant will be informed of this and the decision entered with UCAS.

1.6 Role and Responsibilities of both Applicants and Students

- To provide accurate information at all stages of the admissions process.
- To engage with all reasonable requests of the University (usually within 7 days) in determining the authenticity and/or validity of information/documentation supplied, before or after enrolment.
- Inform the University of any changes in relation to information provided at application stage that are relevant to admission, before or after enrolment.
- To ensure the accuracy and authenticity of the information and documentation provided at application stage.

1.7 Applicant Declarations

All applicants, whether applying through UCAS or direct to the University, are required to sign a declaration on the application form certifying that the information provided is correct. The accuracy and validity of the information provided as part of an application for admission to the University is the sole responsibility of the applicant.

2 Complaints Procedure

Any applicant whose application is withdrawn, or student who is withdrawn from their programme of study within the scope of this Policy may seek a review of the decision using the [University Complaints Procedure](#).

3 Reporting and Monitoring

Levels of the use of fraudulent, false, incorrect and misleading information to gain admission to the University will be monitored by Marketing, Communications and Student Recruitment and Global Engagement. This data will be reported annually to the Recruitment and Admissions Strategy Committee.

4 Related Policies and Procedures

The policy should be read in conjunction with: The Admissions Policy, Verification of Qualifications Policy, The Genuine Student Assessment Policy, Complaints Procedure (Applicants), the Complaints Procedure and the Student Disciplinary Procedure.

5 Review and Approval

The policy is reviewed annually in line with the Admissions cycle and any changes made are reviewed at the Recruitment and Admissions Strategy Committee. Final approval lies with Academic Board.