

APPLICATION VERIFICATION POLICY

1 Introduction

- 1.1 Cardiff University is committed to ensuring that applicants are admitted on the basis of fair admissions practices and will not be admitted to the University on the basis of false, incorrect or misleading information. In these circumstances, the University's Senate Regulations stipulate that the Vice-Chancellor (or his/her delegate) may revoke an offer of admission made on the basis of an application containing false or misleading information, in consultation with the appropriate Head(s) of School.
- 1.2 Where University staff involved in the admission of students have reason to believe that the information supplied in an application is false, incorrect or misleading, the University will seek to verify the information provided, either with the applicant or any other person, or organisation, able to attest to the accuracy and/or validity of the information provided.
- 1.3 Where the University is satisfied, following investigation of the application, that the information supplied by an applicant is false, misleading or inaccurate, it will:
- i) reject the application, when the selection decision is outstanding;
 - ii) refer the application to the Vice-Chancellor with a recommendation that an offer of admission be rescinded, when an offer of admission has already been made.
- 1.4 If the University has grounds to believe that a registered student obtained his/her place on the basis of false, incorrect or misleading information, the student's case will be investigated and heard via the Student Discipline Procedure.

2 The Applicant's Role and Responsibilities

- 2.1 The applicant's role and responsibilities are defined as follows:
- .1 to provide accurate information at all stages of the admissions process in order to assist the University in arriving at its decision;
 - .2 to respond promptly to any requests for information required to support the University in reaching its decision; and
 - .3 to ensure that the University is informed of any changes to his/her personal circumstances that are relevant to his/her application.

3 Data Protection

- 3.1 It is a condition of acceptance of a place at Cardiff University that the applicant consents to personal information, obtained by the University in connection with the admission process, being retained for a specified period. In so doing, the applicant accepts that such information may be used and shared with UCAS or other relevant bodies for the purposes of verifying the identity, qualifications or references of the applicant.
- 3.2 Where it is legitimate and necessary, the University may process applicants' personal data without their consent, for example by sharing information with UK agencies with duties relating to the prevention and detection of crime, apprehension and prosecution of offenders, collection of a tax or duty, or safeguarding national security. This may include Benefit or Tax Inspectors, the Police, the Home Office Immigration and Nationality Directorate, and the Foreign and Commonwealth Office.

4 Right of Appeal

- 4.1 There is no right of appeal, but where an application has been rejected or an offer of admission rescinded within the scope of this policy and the applicant is able to submit additional information or original documentation which verifies the queried content of his/her application, the University will reinstate the application subject to the approval of the Vice-Chancellor or nominee, in consultation with the relevant Head of School.

5 Contact details

Further information about the supporting procedure for this policy is available from:

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