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 a nominated deputy) may revoke an offer of admission made on the basis of an application containing false or misleading information.

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 all applications where the selection decision is outstanding;

ii) rescind all offers of admission already made;

iii. notify the Student Cases team where the applicant is also a current student, for further investigation under Student Conduct Procedures.

iv. the University also reserves the right to refuse admission in future admissions cycles.

1.4 If the University has grounds to believe that a registered student obtained their place on the basis of false, incorrect, or misleading information, the student's case will be investigated and heard via the Student Discipline Procedure, including Fitness to Practice where relevant.

1.5 This policy should be read in association with:

- Cardiff University Academic Regulations
- Cardiff University Admissions Policies including English language requirements
- Credit Framework for Higher Education Qualifications.

2. The Applicant's Role and Responsibilities

2.1 The applicant's role and responsibilities are defined as follows:

2.1.1 to provide accurate information at all stages of the admissions process in order to assist the University in arriving at its decision;

2.1.2 to respond promptly to any requests for information required to support the University in reaching its decision; and

2.1.3 to ensure that the University is informed of any changes to their personal circumstances that are relevant to their 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 line with the Data Protection Act 2018. 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 UK Visas and Immigration (UKVI) Division, and the Foreign and Commonwealth Office (FCO).

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 their application, the University will reinstate the application subject to the approval of the Vice-Chancellor or nominee, in consultation with the relevant Head(s) of School, and subject to places on the course being available (where a course is full, the University will make an offer for deferred entry).

5. Contact details

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

Admissions Support Team
Cardiff University
McKenzie House
30-36 Newport Road
Cardiff
CF24 0DE
admissions-advice@cardiff.ac.uk
+44 (0)29 20879999