



**University Admissions Policy:
Fraudulent Applications
February 2025**

1.1 GENERAL PRINCIPLES

1.1 City St George's, University of London ('the University') is not prepared to admit applicants on the strength of information considered to be either fraudulent or plagiarised and reserves the right to reject or cancel an application under these circumstances.

The University also reserves the right to:

- request additional information to verify an application.
- put the application process on hold whilst investigating the alleged/suspected fraudulent application and/or plagiarism.
- reject an application if it is proven, or if the University has reasonable grounds that the information provided within the application is false, or if the applicant refuses to provide the requested information.
- terminate a student's registration if they are found, after registration, to have submitted a fraudulent application to the University.

1.2. It is a condition of acceptance of a place at the University that the information provided by the applicant for the purposes of assessment (financial and academic) must be accurate. This is outlined in the [University's terms and conditions](#).

1.3. This information will be retained and used in accordance with the law and may be shared with UCAS or other bodies for the purposes of verifying the identity, qualifications, or references of an applicant.

2. DEFINITIONS

2.1. The Fraud Act 2006 defines fraud in three main ways:

- Fraud by false representation
- Fraud by the failure to disclose information, and
- Fraud by the abuse of position.

2.2. An application is deemed as being fraudulent when a person (or persons) conspires to deceive another person or group of persons into believing that a claim made by that person or group is genuine, when in fact it is false. Examples of this are but not limited to:

False information given on an application regarding qualifications or experience
Provision of a fake certificate or reference to support an application
False information to support determination of a fee status
Deliberate omission of relevant information e.g. the non-inclusion of information regarding previous qualifications
False or misleading information contained in a personal statement
False or misleading information relating to work experience
Some other act of deception

2.3. Under the Fraud Act 2006, fraud can occur if there is an intention to gain or cause a loss to someone else, even if no actual gain or loss takes place. The key element is the intention to deceive for personal gain or to cause detriment to another.

2.4. Plagiarism is the unacknowledged inclusion of material derived from the published or unpublished work of another person (such as from the internet or from another applicant), whether this is intentional or unintentional.

2.5. This is not restrictive and may cover any act of deception intended to result in personal or financial gain associated with being admitted to the University.

3. SCOPE

3.1. This policy statement applies to the admission of applicants to all undergraduate and postgraduate (taught and research) courses at the University.

3.2. The policy includes all information pertaining to the applicant, even if it is received through alternative sources, such as agents or pathway providers. Any applicant information received through these routes will be the responsibility of the applicant themselves.

3.3. These procedures could also be applied to the case of a current student if the University has grounds to believe that they obtained their place based on fraudulent information or have attempted to use funds for deposit payments in a fraudulent manner.

3.4. This policy does not cover suspected academic misconduct by registered students. This is dealt with under the [Academic Integrity & Misconduct Policy](#) and [Assessment Regulations](#).

4. ADMISSIONS PROCEDURES AND PROCESSES

4.1. UCAS similarity detection for personal statement (UCAS Applicants)

4.1.1. UCAS check all personal statements using a similarity detection system, Copycatch. Each incoming personal statement is compared against a library of personal statements already in the UCAS system and a library of sample statements collected from a variety of websites. Any statements showing significant levels of similarity are reviewed by members of the UCAS Similarity Detection Service.

4.1.2. Institutions are then notified of any cases where there are reasonable grounds to suspect plagiarism. At the same time, an applicant is also notified that the personal statement has been identified as potentially plagiarised.

4.1.3. The decision about what action, if any, to take regarding notified cases rests with the individual institutions.

4.1.4. It is the responsibility of a member of the University Admissions Office to flag this information on an applicant's record on the student record system and contact the applicant in relation to the results. It is at the discretion of the University in deciding if an application can be further considered or rejected based on a UCAS similarity alert.

4.1.5. In cases where an applicant is contacted for further information regarding their personal statement, they will have five working days to respond. Applicants who do not reply within this timeframe will be rejected.

4.1.6. Should the applicant provide a response, this explanation and accompanying evidence will then be considered by the University Admissions Office, alongside all other

elements of the application. It is ultimately the University's right to determine whether there is a case to be answered.

4.1.7. If the information provided by the applicant is sufficient to demonstrate there has been no plagiarism, then this will be communicated to the applicant and their application will be considered in the normal way.

4.1.8. If the University Admissions Office deems that an offer cannot be made, the applicant will receive a rejection of their application and can challenge this through the Admissions Appeals and Complaints Procedure, details of which are available on the University's website.

4.1.9 The University reserves the right to revoke any application where information is received from UCAS with further information regarding similarity detection.

4.1.10. The University reserves the right to reject any applicant in line with the agreed processes outlined in the University Admissions Policy.

4.2. Anti-fraud checking on qualifications from UK qualifications.

4.2.1. It is the responsibility of the University Admissions Office to ensure that all applicants who are admitted to the University have verified qualifications.

4.2.2. For applicants applying through UCAS qualification verification will be conducted, in most cases, by UCAS. No further checking is required in this instance.

4.2.3. Where applicants have disclosed qualifications not verifiable by UCAS, the relevant member of the University Admissions Office will attempt to validate this information using the verification tools available to them.

4.2.4. For UK educated applicants, the main source for this information is the Learner Records Service (LRS) provided by the government.

4.2.5. Where an applicant is suspected to have provided information on their application which does not match the information on the verification tool, the relevant University Admissions Officer will write to the applicant to query the discrepancy.

4.2.6. It is the responsibility of the University Admissions Officer to set an appropriate period for the applicant to respond to this query, this is typically 5 working days.

4.2.7. If the applicant does not respond during this timeframe, their application will be rejected.

4.2.8. Should the applicant provide a response, this explanation and accompanying evidence will then be considered by the University Admissions Office and the University Admissions Tutor, alongside all other elements of the application. It is ultimately the University Admissions Manager's responsibility to determine whether there is a case to be answered.

4.2.9. If the information provided by the applicant is sufficient demonstration to be judged as evidence, this will be communicated to the applicant, and they will receive confirmation of the offer.

4.2.10. If the University Admissions Manager judges that an offer cannot be made, the applicant will receive a rejection on their application and will be provided with the details of the University Admissions Appeals and Complaints Procedure.

4.2.11. The University reserves the right to reject any applicant in line with the agreed processes outlined in the University Admissions Policy.

4.3. Anti-fraud checking on qualifications for applicants with non-UK qualifications.

4.3.1. Where an applicant's qualification information is not verifiable by UCAS, the applicant will be required to provide formal evidence of their qualifications. This formal evidence will typically be requested by the relevant University Admissions Officer.

4.3.2. All information provided to accompany an application is processed on file in line with the [University's Privacy Notice](#).

4.3.3. Where a University Admissions Officer has concerns on the legitimacy of the information provided, they are within their rights to request further information from the applicant.

4.3.4. Where an applicant is suspected to have provided information on their application which does not match the information on the verification tools used for our assessments, the relevant University Admissions Officer will contact the applicant to query the discrepancy.

4.3.5. It is the responsibility of the University Admissions Officer to set an appropriate period for the applicant to respond to this query, this is typically 5 working days.

4.3.6. If the applicant does not respond during this timeframe, their application will be rejected.

4.3.7. Should the applicant provide a response, this explanation and accompanying evidence will then be considered by the University Admissions Office and the University Admissions Tutor, alongside all other elements of the application. It is ultimately the University Admissions Manager responsibility to determine whether there is a case to be answered.

4.3.8. If the information provided by the applicant is sufficient to address the suspicions raised, then this will be communicated to the applicant and the application will be considered in the normal way.

4.3.9. If the University Admissions Manager judges that an offer cannot be made, the applicant will receive a rejection on their application and will be provided with the details of the University Admissions Appeals and Complaints Procedure.

4.3.10. The University reserves the right to reject any applicant in line with the agreed processes outlined in the University [Admissions Policy](#).

4.4. Anti-fraud checking on supporting application documents.

4.4.1. The University considers several other information sources when deciding on an application. This can include references, passport information, immigration history and other identification documents when requested as part of the application.

- 4.4.2 The University may request further information, such as, certified copies of supporting documents, if not already provided, from an applicant in order to further verify any information provided.
- 4.4.3 The University will verify language qualifications with the awarding body (e.g. IELTS, TOEFL)
- 4.4.4 The University may seek confirmation from a third party (e.g. an awarding institution to confirm an applicant's grades or attendance).
- 4.4.5 The University may contact referees to confirm the information provided or to check authenticity of a referee.
- 4.4.6 The University may utilise the use of degree verification tools.
- 4.4.7 Where an applicant is suspected of providing information which may not be legitimate, the University reserves the right to request further explanation from the applicant.
- 4.4.8 Where an applicant is suspected of providing information on their application which does not match the information on the verification tools used for our assessments, the relevant University Admissions Officer will write to the applicant to query the discrepancy.
- 4.4.9 It is the responsibility of the University Admissions Officer to set an appropriate period for the applicant to respond to this query, the University's standard term is 5 working days.
- 4.4.10 If the applicant does not respond during this timeframe, then their application will be rejected.
- 4.4.11 Should the applicant provide a response, this explanation and accompanying evidence will then be considered by the University Admissions Office and the University Admissions Tutor, alongside all other elements of the application. It is ultimately the Admissions Manager's responsibility to determine whether there is a case to be answered.
- 4.4.12 If the information provided by the applicant is sufficient to address the suspicions raised, then this will be communicated to the applicant and the application will be considered in the normal way.
- 4.4.13 If the University Admissions Manager deems that an offer cannot be made, the applicant will receive a rejection on their application. An applicant may choose to submit an appeal or complaint as per the [Admissions Appeals and Complaints Policy](#).
- 4.4.14 The University reserves the right to reject and process any applicant, at any time, in line with the agreed processes outlined in the University Admissions Policy.
- 4.4.15 Should the University suspect that fraudulent activity has taken place outside of UCAS, it reserves the right to report this information to independent authorities.
- 4.4.16 In this instance, this would be reported internally and externally to relevant authorities.
- 4.4.17. The University Admissions Office will be informed of all cases of suspected fraud.

5. CURRENT STUDENTS

5.1. If a current student is suspected of providing fraudulent information to gain entry, the University Admissions Office and the School will agree an appropriate course of action. Students who have already registered at the University are subject to the [Terms and Conditions](#) for Study at City St George's University of London, and may have their registration terminated under section 3.7 of that code or may be subject to the [Student Disciplinary Regulations](#) and, in certain programmes which are regulated by PSRBs, the [Fitness to Practise Policy](#).

6. REPORTING FRAUD

6.1. The suspected fraud will be reported to the Director of Internal Audit for reporting to relevant authorities and notifying the Chair of the Audit and Risk Committee where appropriate.

6.2. The Director of Internal Audit will be consulted prior to any investigations commencing.

6.3. Students committing fraud are not only breaching University rules and regulations and therefore being subject to those sanctions, but they are also breaking UK law and therefore could find themselves subject to UK law and the penalties that could be applied there.

7. MONIES

7.1 If the University can demonstrate fraud has taken place, any money paid to the University during the application (most typically as part of a deposit) will not be refunded.

7.2. If the University can demonstrate fraud has taken place, any financial costs incurred by the applicant to support their studies (including accommodation and travel costs) will not be refunded.

7.3. Where a current student has had their registration terminated, that student should read the [Student Disciplinary Regulations](#).

8. TRAINING

8.1. The University is responsible for ensuring that all University admissions staff have access to the relevant information to support the implementation of this policy.

8.2. The University is responsible for ensuring that all University admissions staff are supported in the implementation of the procedures attached to this policy.

9. RIGHT TO APPEAL

9.1. Any applicant whose application is rejected within the scope of this policy will have the right to appeal against the decision using the University's [Admissions Complaints and Appeals Procedure](#).

9.2. Any registered student who has been excluded on the grounds that he/she has gained their place fraudulently will have their case managed through the [Student Disciplinary Regulation](#) which includes a right to appeal against the University's decision.

Maintained by: Head of Admissions

Owned by: University Admissions Office (Academic Services)

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