



HE Fraudulent Applications Policy

1. Scope and Purpose

The QAA Quality code (Section B2) expects 'Recruitment, selection, and admission policies and procedures adhere to the principles of fair admission. They are transparent, reliable, valid, inclusive and underpinned by appropriate organisational structures and processes. They support higher education providers in the selection of students who are able to complete their programme.'

1.1. All applications are assumed to be accurate and complete. At the time of application, applicants are required to agree that this is the case and both the UCAS application form and BPC direct application form carry a personal declaration to that effect

1.2. The College, however, must be vigilant to detect fraudulent applications which may broadly (but not exclusively) fall into three main categories:

Applicants intent on securing a place by deception

Applicants intent on securing bursaries or scholarships, loans or grants by deception

Applicants intent on securing a student visa for the purpose of entering the UK by deception

1.3. These processes will aid HE Admissions Staff in dealing with applications identified, or suspected, to be fraudulent

2. Key Responsibilities

2.1 The Director of Learning - Higher Education, Digital & Business will review the HE Fraudulent Application Policy annually. The HE Planning and Strategy Group will review and agree any proposed alterations

2.2 The Senior HE Administrator and / or the HE Admissions Administrator will receive communication directly from UCAS regarding applications suspected of being fraudulent

2.3 The Admissions Administrator will:

- Assess applications
- Identify suspected fraudulent applications

- Liaise with the applicant, Senior HE Administrator and / or Director of Learning - Higher Education, Digital & Business, where applicable □ Cancel / advise of requirements for new submission as necessary

3. Incomplete Admissions

- 3.1 Admission decisions will be based on the information supplied by the applicant. It is the applicant's responsibility to ensure that all pertinent information is supplied on his / her application. The omission of such information, or the supply of inaccurate information, may invalidate the application and, where applicable, any subsequent offer of a place
- 3.2 Where an applicant does not supply enough information for admissions staff to reach a decision as to the suitability of the applicant, they should contact the applicant, their referee or employer (as applicable) to obtain the additional information required
- 3.3 When additional information is being requested, the applicant, referee or employer should be given a reasonable deadline to produce this. If the information is not forthcoming by the deadline, The College has the right to cancel the application
- 3.4 Admissions staff must record on the admissions record system that more information is being sought, including the nature of the information and who it has been requested from
- 3.5 Only when enough information is available should a decision about whether or not to offer a place be reached

4. UCAS Applications

- 4.1 All UCAS applications are processed through the fraud detection database which holds records of all previously detected fraudulent applications. New applications are compared and, where sufficient grounds for suspicion are detected, the applicant record is flagged and an investigation initiated
- 4.2 UCASE will contact the named representative at The College to identify any suspicious application, and the appropriate action will be taken

4. Direct Applications

- 4.1 As plagiarism software is not currently available to use for direct applicants, admissions staff must be especially mindful of fraudulent applications

- 4.2 Gaps in education or employment, academic or employer references not listed in the application, documents from institutions not included in the application or not known to admissions staff, certificates with alternative names or photographs all require investigation
- 4.3 Admissions staff will need to be proactive in their investigations into inconsistencies, which may include internet research, phone calls and seeking clarification from the applicant and / or their references

5. Suspected Fraudulent Applications

- 5.1 Where an application is suspected to be fraudulent, or incomplete to the extent that it is misleading, The College has the right to cancel the application
- 5.2 Prior to the cancellation, the applicant should be made aware of the concerns and provided with the opportunity to explain any inconsistencies
- 5.3 If admissions staff still believe the application is fraudulent, or the applicant intended to deceive, the application should be cancelled (NB: If an application is deemed to be fraudulent after a deposit has been paid, The College has the right to retain the deposit)
- 5.4 Where an application is cancelled, the applicant has the right of appeal as outlined below
- 5.5 Where the suspected fraudulent application has been made via UCAS, the UCAS verification Unit should be informed

6. Cancelling an Application

- 6.1 Where an application is found to be fraudulent, admissions staff should liaise with the Director of Learning - Higher Education, Digital & Business prior to cancelling an application
- 6.2 The applicant should be advised in writing that their application has been cancelled, including the reason that their application has been cancelled

7. Proof of Qualifications and Identification

- 7.1 All relevant qualifications and photo ID should be checked before or at enrolment
- 7.2 If this process flags that an applicant has declared qualifications which they do not hold, the application should be considered as fraudulent and treated in accordance with the procedures outlined above

8. Late Identification of a Fraudulent Application

- 8.1 If an applicant is found to be fraudulent after the point of entry onto a course, the student will be dealt with under the relevant disciplinary procedure
- 8.2 A place may be withdrawn at any point in the course if the an application is subsequently found to be fraudulent

9. Appeals Against Cancelled Applications

- 9.1 **UCAS applicants cancelled by UCAS:** Appeals must be submitted in writing, accompanied by any outstanding documents and / or information, and received within the relevant admissions cycle. All appeals will be considered by the Process Manager within 28 days from the date of the postmark. Applicants have a further right of appeal to the Chief Executive. The final decision will be notified to the applicant or the referee or both in writing, and letters copied to the relevant institution
- 9.2 **UCAS applicants cancelled by The Bournemouth and Poole College:** Appeals must be submitted in writing to the Director of Learning - Higher Education, Digital & Business at BPC, accompanied by any outstanding documents and / or information, and received within the relevant admissions cycle, All appeals will be considered within 10 working days of receipt. The final decision will be notified to the applicant in writing
- 9.3 **Direct applicants:** Appeals must be submitted in writing to the Director of Learning - Higher Education, Digital & Business at BPC, accompanied by any outstanding documents and / or information, and received within the relevant admissions cycle. All appeals will be considered within 10 working days of receipt. The final decision will be notified to the applicant in writing.

Date of Policy Review: 20th April 2022