

Fraudulent Application Policy and Procedure

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Introduction

Purpose

1. This document provides information to all applicants applying to Northeastern University London (the University) on the procedure followed when false or misleading information and/or documents and plagiarised personal statements are submitted as part of the admissions process.

Scope

2. This procedure applies to all students applying to the University via UCAS, Common App and our direct application form.
3. For the avoidance of doubt, the Fraudulent Application Policy and Procedure outlined here relates only to fraud and plagiarism associated with admissions and no other University policy. Suspected academic misconduct by current students is covered in the [Academic Misconduct Policy](#).

Definitions

4. Fraud: For the purposes of this policy, fraud is defined as dishonest, irregular or illegal acts, characterised by a deliberate intent at concealment or false representation, often resulting in the diversion of resources, whether or not for personal gain, for the benefit of an individual or group of individuals at a consequent loss to the University. Resources may include money, physical assets, equipment, or intellectual property. Fraud can also be defined as intending to deceive, typically by unjustifiably claiming or being credited with accomplishments or qualities.
5. Plagiarism: This is where a student incorporates another person's or body's work by unacknowledged quotation, paraphrase, imitation, or other device in any work submitted for assessment in a way which suggests that it is the student's original work.

General Principles

6. The University is not prepared to admit applicants on the strength of information believed to be either fraudulent or plagiarised and reserves the right to reject or cancel an application under these circumstances.
7. If it is discovered that a student has presented fraudulent documents or provided misleading information at enrolment, the University has the right to withdraw the student from the programme.

Procedures

Procedure for Dealing with Plagiarism in the UCAS Personal Statement for Applications Submitted via UCAS

8. UCAS uses Copycatch, a similarity detection system to screen all personal statements. For more information about the UCAS process please refer [here](#).
9. UCAS notifies both the applicant and their choices via email if a sufficient level of similarity has been detected.
10. A member of the University's Admissions team will contact the applicant who may be asked to provide a response to the suspected plagiarism/or requested to submit a new personal statement.
11. The applicant will be given 14 calendar days to provide a response and/or to submit a new personal statement.
12. The Admissions team together with the Admissions tutors will review the applicant's response and/or new personal statement to determine whether it is satisfactory and sufficient.
13. If it is determined that there has been no plagiarism, the applicant will be notified and the application will continue to be processed.
14. If it is determined that an offer cannot be made, the application will be rejected and the applicant notified.
15. If the applicant wishes to make a complaint, they may do so following the procedure outlined in the Admissions Feedback, Complaints and Appeals Procedure.

Procedure for Dealing with Plagiarism in Personal Statements for Applications Submitted via the Direct Application Platform and Common App

16. The University also uses a similarity detection service for personal statements submitted via the direct application form and Common App (the US admissions shared service).
17. If it is discovered that an applicant has provided a plagiarised personal statement, the applicant will be contacted by a member of the Admissions team. Normally, applicants will be asked to provide a response to the University's email and/or requested to submit a new personal statement. However, it should be noted that in significant cases of plagiarism personal statements, the application could be rejected outright.
18. The applicant will be given 14 calendar days to provide a response and/or to submit a new personal statement.

19. The Admissions team together with the Admissions tutors will review the applicant's response and/or new personal statement to determine whether it is satisfactory and sufficient.
20. If it is determined that there has been no plagiarism, the applicant will be notified and the application will continue to be processed.
21. If it is determined that an offer cannot be made, the application will be rejected and the applicant notified in writing.
22. If the applicant wishes to make a complaint, they may do so following the procedure outlined in the Admissions Feedback, Complaints and Appeals Procedure.

Anti-Fraud and Verification Procedure for Applications Submitted via UCAS

23. UCAS uses the Hunter database to screen all applications received via the shared admissions service. For further information about the UCAS process please refer [here](#).
24. The Head of Admissions will write to the applicant to request original documents or scans of original documents and information relating to the suspicion.
25. The offer holder will be given 21 calendar days to provide any requested document and information relating to the suspicion.
26. The University reserves the right to seek confirmation of attendance and grades supplied from the institution or provider the applicant undertook the qualification(s) at or the awarding body as part of the investigation. It may also use online verification tools (for example, English language proficiency certificates) as part of the investigation.
27. Should the applicant not respond within the given time frame, the application will be rejected.
28. If the applicant responds but fails to provide a sufficient explanation and/or fails to provide the requested documents, the application will be withdrawn and the applicant will be informed in writing.
29. If the applicant responds within the given time frame providing the requested documents and an explanation, these will be reviewed by the Admissions team together with the Admissions tutor. If after review these support the information declared on the application, the application will continue to be processed. If after the review it is confirmed that fraudulent behaviour has taken place, the application will be rejected.
30. The result of the investigation will be retained on the student's university record and UCAS will be notified of the result of the investigation.

31. In cases of severe fraud, the University reserves the right to reject outright any future applications.
32. If the University determines that the response that the applicant has provided is sufficient and there is no longer a case for suspected fraud and the applicant holds an offer, then the University will uphold the offer.
33. If the Admissions team suspects fraud at any point of the cycle, UCAS will be notified.

Anti-Fraud and Verification Procedure for Applications Submitted via the Direct Application Route and Common App

34. If Admissions staff suspect that misleading information has been provided, the Head of Admissions will contact the applicant to provide an explanation. The applicant will be asked to send original documents or scanned copies of original documents as part of the investigation.
35. The applicant will be given 21 calendar days to provide the requested documents and an explanation.
36. The University reserves the right to seek confirmation of attendance and grades supplied from the institution or provider the applicant undertook the qualification(s) at or the awarding body as part of the investigation. It may also use online verification tools (for example, English language proficiency certificates) as part of the investigation.
37. Should the applicant not respond within the given time frame, the application will be rejected.
38. If the applicant responds but fails to provide a sufficient explanation and/or fails to provide the requested documents, the application will be withdrawn and the applicant will be informed in writing.
39. If the applicant responds within the given time frame providing the requested documents and an explanation, these will be reviewed by the Admissions team together with the Admissions tutor. If after review these support the information declared on the application, the application will continue to be processed. If after the review it is confirmed that fraudulent behaviour has taken place, the application will be rejected and a note retained on the student's record.
40. In cases of severe fraud, the University reserves the right to reject outright any future applications.
41. If the applicant already holds an offer and at the end of the investigation it is confirmed that fraudulent behaviour has taken place, the offer will be withdrawn. A note will be retained on the student record.

42. If the applicant wishes to make a complaint, they may do so following the procedure outlined in the Admissions Feedback, Complaints and Appeals Procedure.

Anti-Fraud Checks at Enrolment

43. All students will be required to present their original proof of identification and all original documents on which their offer was based.
44. If it is discovered that a student has presented fraudulent documents or provided misleading information at enrolment, the University has the right to withdraw the student from the programme immediately.
45. Refunds of any fees paid towards the issuance of a CAS (if applicable) will not be considered.

Version History

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1.0	November 2022	December 2022	Head of Admissions	September 2023
Referenced documents	Terms and Conditions; Cancellation, Withdrawal, Refund and Compensation Policy; Admissions Feedback, Complaints and Appeals Procedure			