

Owner:	Student Lifecycle
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This document is part of the Academic Regulations, Policies and Procedures which govern the University's academic provision. Each document has a unique document number to indicate which section of the series it belongs to.

3F - Proof of Qualification and Identification: Procedure

1. SCOPE AND PURPOSE

- 1.1 These procedures are for BU and Partner staff.
- 1.2 This procedure is intended to provide advice and guidance for staff in relation to the administration of proof of qualifications and identity at Bournemouth University.
- 1.3 For validated programmes this procedure will be managed by the Partner.

2. KEY RESPONSIBILITIES

- 2.1 It is the responsibility of Student Lifecycle to ensure that these procedures are kept up to date. It is the responsibility of the Faculty and Partner to ensure that these procedures are followed, and that any queries are discussed with Student Lifecycle.

3. ACCESSING OTHER RELEVANT BU DOCUMENTS

- 3.1 All documents can be accessed [here](#)
- 3.2 Other documents with direct relevance to this are
 - [Standard Letter Templates](#) for Attendance, Fees and Proof of Qualifications and Identification.
 - 3K - Engagement and Attendance Policy and Procedure
 - 11K - Student Disciplinary Procedure

PROCEDURE

4. GENERAL

- 4.1 Original copies of qualifications and original **photographic** ID must be produced and checked on or before enrolment. UK nationals must provide a valid passport or driving licence for this purpose. Non-UK nationals must produce a passport for checking. The name that appears on the student's passport must match our electronic records exactly as this will be the name printed on all official University documents. Original qualification documentation does not need to be produced where qualifications are verified direct from the Awarding body or an agency such as UCAS or IELTS (see Appendix 1). Where an awarded qualification is not in English an official translation must be provided. Verification of documents will be recorded in the Student Records Database. Staff must record which documents have been checked and which are outstanding.

N.B. Proof of GCSE qualifications (or equivalent evidence of literacy or numeracy skills) are only required when they are included in the conditions of the offer for the course or if there is a professional body requirement to do so.

- 4.2 Where a student is unable to produce the documentation at enrolment, and verification has not been provided direct from the Awarding body or agency the following procedure must be followed:
- i Ensure that there is a record of the missing documentation.
 - ii An automatic email will be sent via SITS requesting that documentation be provided within seven days.
 - iii After seven days, if the student has still not provided their documentation, a further email will be sent warning that their application will be cancelled if the required documents are not produced within a further seven days
 - iv After a further seven days, if the student has still not produced their documentation, withdraw the student and amend any other records accordingly. Issue a letter to the student notifying them that their application has been cancelled (see Appendix 2).
 - v The only exception to enrolment cancellation will be where a student can provide proof that they are actively trying to obtain a replacement certificate (e.g. a copy of their letter to the awarding body), where the University is able to verify the information with the awarding body direct or where the student is able to provide a letter from the awarding institution (that can be verified) which confirms the qualification has been awarded and that the final certificate will be released at a later date.

5. FRAUDULENT APPLICATIONS

- 5.1 Students who are discovered to be fraudulent in their application (whether in respect of proof of qualifications or any other reason) will not be allowed to re-apply within the same admissions cycle. A record of such students will need to be kept and alerted to Student Administration who will notify the Verification Unit at UCAS (where appropriate). Overseas applicants will also be notified to the immigration authorities should they already be in the country when the fraud is detected.
- 5.2 If fraud is suspected once a student is enrolled, the University will carry out subsequent checks and may contact the issuing authority to verify qualifications. If an application is found to be fraudulent after the point of enrolment to the University, the student will be dealt with under *11K - Student Disciplinary Procedure*

6. FUTURE APPLICATIONS

- 6.1 Applications will be accepted in subsequent years from students who have not previously provided proof of qualifications or identification. Providing the application was not previously determined to be fraudulent the application will be processed as normal, although BU may wish to receive evidence of qualifications and identification at an earlier stage in the recruitment process.
- 6.2 Applications may not be accepted in subsequent years from students who have previously submitted a fraudulent application. For some programmes (particularly those relating to a professional qualification or registration) the previous submission of a fraudulent application may be a reason for rejection.

7. REFERENCES AND FURTHER INFORMATION

- 7.1 Further information or guidance on any aspect of this procedure is available from studentlifecyle@bournemouth.ac.uk.
- 7.2 This policy was reviewed according to the University's Equality Analysis Procedure in May 2019.

8. APPENDICES

Appendix 1	Document Verification
Appendix 2	Withdrawal Letter