



UKMC Admissions Fraud Prevention and Verification Statement

Date	Author	Summary of Changes	Version	Authorised
January 2026	Head of Quality and Compliance	Document Produced	1	
Policy/Procedure Management and Responsibilities				
Policy/Procedure Owner	<p>The statement is overseen by the Head of Admissions and Head of Quality and Compliance.</p> <p>Day-to-day implementation and communication responsibilities are delegated to relevant stakeholders in admissions department, and Quality and Compliance Departments for checks.</p> <p>Quality and Standards as well as Marketing and Admissions committees may review the procedural checks and provide enhancements or recommendations.</p>			
Effective From	January 2026			
Next Review	July 2026			
Version	1			
Internal/External	Public			
Document Location	Policies and Legislation area			
Linked Documents	UKMC Admissions Policy			
Dissemination Plan	Through the UKMC website policy area, and Internally as required through staff training, onboarding etc.			
Accessibility	Alternative formats on request. Email Quality@ukmc.ac.uk			

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Our Commitment to Fair Admissions

We are committed to maintaining a fair, transparent, and secure admissions process for all applicants.

To protect academic standards and ensure equal treatment, we carry out proportionate checks on information and documents submitted as part of an application.

Verification of Information

As part of our admissions process, we may verify qualifications, transcripts, references, identity documents, and other information provided by applicants.

This is carried out in line with the UKMC Admissions Policy and internal procedures, including published entry requirements, and relevant compliance checks, which provide assurance as to the legitimacy of documentation for academic requirements, financial requirements, residency requirements, and legitimate intentions to study.

Verification may involve checks with awarding bodies, recognised databases, or other appropriate external sources, as well as internal checks undertaken by the Admissions Team and the Quality and Compliance Team.

Most applications progress without significant issue. However, in some cases, additional checks may be required where information cannot be confirmed at the point of assessment.

Handling of Concerns

Where a document or piece of information cannot be verified or appears inconsistent, we may:

- Pause consideration of the application while further checks are undertaken
- Request clarification or additional supporting evidence from the applicant
- Record and retain the outcome of verification checks for audit and compliance purposes

Following an initial appeal request, admissions may request a statement from the applicant in order to reconsider the application based on the documentation available.

A concern or an unsuccessful verification check does not automatically mean that an applicant has done anything wrong. We distinguish clearly between information that cannot be verified and confirmed findings following investigation.

Impersonation and ID Verification at Assessments or Enrolment

To protect the integrity of assessments and enrolment, applicants are required to provide valid photographic identification as part of admissions and enrolment procedures, and in the absence of student identification when on UKMC campus.

If an applicant or individual:

- Fails to provide valid ID at assessment or enrolment, or
- Is found to be impersonating another person,
- Found to be on site without reasonable need or verification,

then they may be prevented from taking the assessment or completing enrolment or requested to leave campus.

The incident will be documented and may result in the application being paused, rejected, or further investigated.

Appropriate follow-up actions will be taken in line with the Admissions Policy and relevant legal and regulatory obligations as necessary.

Use and Retention of Information

We handle personal data in line with data protection law and assess application information on the basis of accuracy, consistency, verification outcomes, and the information available at the time of assessment.

Where necessary, we may retain copies of application documents and factual records of verification outcomes for the purposes of:

- Preventing and detecting fraud
- Ensuring the integrity of admissions decisions
- Meeting legal and regulatory obligations

Information is retained securely, accessed only by authorised staff, and kept only for as long as necessary in accordance with our records retention schedule.

Fairness and Rights

All applicants are treated fairly and consistently. Decisions are made on a case-by-case basis and are not based on assumptions, profiling, or solely automated processes, as set out in the Admissions Policy and Access and Participation Statements.

Where appropriate, the institution may retain factual evidence and records of verification outcomes as part of carrying out its public functions in education.

This processing is undertaken in compliance with data protection law, including the public task lawful basis under Article 6(1)(e) UK GDPR where applicable, and is limited to what is necessary and proportionate.

This includes the retention of data pertaining to reasonably suspicious, misleading, or fraudulent documentation or information.

Applicants have the right to:

- Request access to their personal data
- Request correction of inaccurate information
- Raise concerns or complaints through our published procedures

Complaints and Appeals

Applicants have the right to raise complaints or appeals regarding admissions decisions or the handling of application information.

The process is as follows:

- Initial complaints or appeals should be submitted in writing to the Admissions Team following the published procedure.
- Admissions staff will review the case and provide a response.
- If unresolved, applicants may escalate the complaint through the institution's formal complaints procedure through the Admissions Team.
- Once internal complaints procedures conclude, eligible applicants may also escalate unresolved complaints to the Office of the Independent Adjudicator (OIA) for higher education.

Transparency

This statement should be read alongside our Admissions Policy, Data Protection Policy, and Complaints Procedure available on the UKMC website policies and legislation area, which provide further detail about how applications are assessed and how personal data is used.

We aim to be open about our processes while ensuring the integrity of our admissions system and the protection of all applicants.