

NOTIFICATION OF ACADEMIC AND PERSONAL DETAILS FOR ADMISSION,  
MATRICULATION AND REGISTRATION PURPOSES

- 1 This regulation is a preamble to General Regulation II Admission and the University's Admissions and Matriculation Regulations set out respectively in Volumes I or II of the University's Calendar.
- 2 Every applicant and registered student is required to disclose to the University all academic and personal information material to an application made by applicant or in their name and to their matriculation and registration. Applicants and matriculated and/or registered students, and those acting in their name, also have a continuous obligation to notify the University of changes in their circumstances.
- 3 The University has the power to withdraw an offer or acceptance prior to matriculation and registration and to require a matriculated and/or registered student to withdraw, immediately, upon written notice, where the University becomes:
  - (i) of the reasonable opinion that the applicant, or someone making the application in their name, or the matriculated or registered student failed to supply relevant information, or supplied false or misleading information, relating to their application, matriculation or registration;
  - (ii) aware of previously unknown information relating to the application, matriculation or registration which, in the University's reasonable opinion, makes it inappropriate for the applicant, matriculated or registered student to study on the programme.
- 4 Responsibility for raising concerns that all or any of the circumstances described in 2 above might apply to an applicant or registered and/or matriculated student will remain the joint responsibility of all those involved in the admissions process. This includes Recruitment and Admissions, staff in academic departments and in colleges and the International Office. Any concerns should be brought immediately to the attention of the Director of the Recruitment & Admissions.
- 5 On receipt of an allegation under 4 above, the Academic Registrar (or his/her nominee), supported by the Director of Recruitment & Admissions and, where appropriate by the UCAS Verification Unit and other departments within the University, will investigate the matter and provide a written report of the findings to the Pro-Vice-Chancellor (Education) (or his/her nominee). Detailed documentation supporting the decision will be recorded and kept on file within Recruitment & Admissions.
- 6 Any applicant who is undergoing an investigation under the terms of this procedure will not be permitted to matriculate and/or register with the University. A student who has already matriculated and/or registered may be suspended under appropriate provisions within General Regulation VI Suspension, pending the outcome of the investigation under paragraph 4 above.
- 7 On receipt of a report concluding that, in the reasonable opinion of the Academic Registrar (or nominee) that all or any of the circumstances described in 2 above pertain, the Pro-Vice-Chancellor (Education) (or nominee) will write to the student or applicant concerned, advising that their registration or application (as applicable) has been terminated with immediate effect. The student will then be required to withdraw from the University, if they have matriculated and/or registered. The same letter will provide a brief rationale for the University's decision, together with (for matriculated and registered students only) notification of the right to appeal to Council Student Appeals Committee within three weeks of notification of the decision. If this decision is made prior to matriculation and/or registration and/or the student is applying for an undergraduate full-time degree, or PGCE then the findings will be passed to UCAS, who may subsequently choose to take action in cancelling the entire UCAS/GTTR application.

- 8 Where the University terminates an applicant's application prior to the programme start date or requires a student to withdraw following the termination of their registration, we may retain any fees paid by or on behalf of the applicant
- 9 The provisions set out in paragraphs 1 to 7 above shall be without prejudice to the University's rights to retain sums paid under the occupancy agreement or other contracts in respect of residential accommodation owned, managed or directly allocated by the University for other non-academic goods or services rendered. In each case the sums retained under paragraphs 1 – 7 above shall be retained as liquidated damages, compensating the University for the loss that it has suffered due to the vacancy on its programme of study. However the sums so retained shall be in settlement only of losses related to the vacancy and shall not preclude the University from bringing any other claims arising which are not in respect of losses arising from the vacancy in the programme.