­ **Polasaí agus Nósanna Imeachta / Policies and Procedures**

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| **Code** | **QA280** |
| **Title** | Student and Graduate Academic Verification’s |
| **Policy Owner** | Director of Registry |
| **Date** | **20th October 2016** |
| **Approved By** | TBC |

1. **Purpose**

To ensure the protection of University of Galway Students and Graduates all Verification request must contain the written consent of all Students and Graduates granting our services the permission to release their data to external agencies i.e. Employment agencies etc. This request process adheres to the University Data Protection Policy QA400

<https://www.universityofgalway.ie/media/corporateandlegalaffairs/files/QA400-_Data_Protection_Policy.pdf>

1. **Description**

Education Verifications for employment verify the certification, training, or educational claims of a job applicant. Educational verification services contact universities, colleges, vocational schools, etc., to verify dates of attendance and graduation, degrees or certifications obtained, majors studied, GPA, and honors received. The verification of education process is an important part of a quality pre-employment background check

1. **Procedure**

All Student/Graduate Verification Request have a 5 day response time

Always ensure the Company seeking the Verification request email the written consent from the Student / Graduate they seek information on.

* Ensure all Graduate Verifications are captured and converted based on the Student ID that the verification is sought on, not by the Requesting Agency i.e. *do not create Non-University of Galway contacts on CRM*
* Student Registry Helpdesk Staff provide the following standard answer format to the graduate verification to each agency who submit a written consent by Student or Graduate:
	+ **Degree Award**
	+ **Overall Result**
	+ **Registration period**
	+ **Graduation Date**
	+ **Your Name and Position Title**

1. **Responsibilities**

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| **Name** (Office or position) | **Responsibility**  |
|  (Person by title) | Policy Owner |
| Student | Ensure that they submit a signed consent form to the Verification agency |
| Student Registry Helpdesk | Check the consent form and provide the required educational verification to the verification agency |
| College / School Office | Seek out assistance with verifications for Registered Student, Past Students and Graduates. |

1. **Related Documentation**

University Data Protection Policy QA400

<https://www.universityofgalway.ie/media/corporateandlegalaffairs/files/QA400-_Data_Protection_Policy.pdf>