

Dealing with Instances of Fraudulent Information Policy

Section 1 - Purpose

(1) The [Dealing with Instances of Fraudulent Information Policy](#) provides the framework for maintaining coordinated and consistent practices for dealing with instances of fraudulent information provided to Australian Catholic University (ACU) or representing ACU.

Section 2 - Policy Scope

(2) This Policy applies in the event that fraudulent documentation has been provided, or is suspected to have been provided, to ACU, or representing ACU. This includes information provided during admission processes, during current study, and the use of ACU documents (for example testamurs, academic transcripts or ID cards) by:

- a. an applicant; or
- b. a current or former student; or
- c. a person claiming to be a current or former ACU student.

Section 3 - Definitions

(3) Terms used in this Policy and associated procedure are consistent with the [Glossary of Student and Course Terms](#). The following specific definitions also apply:

Term	Definition
Fraudulent information	Fraudulent information includes any information (in print or digital format) that is intended to deceive or to dishonestly gain a benefit which is inclusive of, but not limited to: <ul style="list-style-type: none">• altering, falsifying, concealing or fabricating any document; and/or• providing false or misleading information

Section 4 - Application of Policy

(4) Where it is suspected that fraudulent information has been provided to ACU, or representing ACU, the matter will be in accordance with the [Dealing with Instances of Fraudulent Information Procedure](#).

(5) Where it is determined that fraudulent information has been provided to ACU, or representing ACU, the Academic Registrar may impose penalties in accordance with the [Dealing with Instances of Fraudulent Information Procedure](#) or may refer the matter to be dealt with under another process, either internal or external to the University.

Section 5 - Recordkeeping and Notification

(6) Where it is determined that fraudulent information has been provided, the Academic Registrar will:

- a. ensure that any findings and the penalties imposed under this Policy are recorded on the University Register of Instances of Fraudulent Information;
- b. advise any relevant officer or section of the University that may need to take action as a result of the decision;
- c. where an ACU student file exists, record details of the case on that student's file;
- d. advise ACU's Privacy Officer and inform appropriate Authorities or Regulators, relevant professional accrediting bodies, or affected organisations (which may include the disclosure of relevant personal information associated with the findings). Such disclosures will be in accordance with ACU's obligations under the [Privacy Act 1988 \(Cth\)](#); clause (5) of the [Privacy Policy](#); and any statutory reporting obligations.

(7) An annual summary of instances of the provision of fraudulent information and the penalties imposed will be tabled at the Student Administrative Lifecycle and Policy Committee for noting at the first Academic Board each year.

Section 6 - Revisions Made to This Policy

(8) The revision table includes revisions up until this document was migrated into the current policy platform. Any later changes will show in the Status and Details tab.

Date	Major, Minor or Editorial	Description of Revision(s)
27 November 2019	Minor	Reviewed under the Academic Board Policy Development and Review Schedule
15 September 2021	Minor	Consequential change to Schedule 1 of the Procedures arising from review of the Academic Integrity & Misconduct Policy
15 June 2022	Minor	Minor amendment to section 4.2 of the Procedures to include recommendation to terminate under the Student Academic Integrity and Misconduct Policy.

Section 7 - Associated Information

(9) For related legislation, policies, procedures and guidelines and any supporting resources please refer to the Associated Information tab.

Status and Details

Status	Historic
Effective Date	19th December 2023
Review Date	1st July 2024
Approval Authority	
Approval Date	19th December 2023
Expiry Date	31st December 2024
Responsible Executive	Cheryl Fullwood Academic Registrar
Responsible Manager	Cheryl Fullwood Academic Registrar
Enquiries Contact	Kerry Blair Policy and Projects Officer <hr/> Student Administration