

Dealing with Instances of Fraudulent Information Procedure

Section 1 - Governing Policy

(1) This Procedure is governed by the [Dealing with Instances of Fraudulent Information Policy](#).

Section 2 - Identification and Initial Investigation of Suspected Fraudulent Information

(2) Any person who becomes aware of suspected fraudulent information must bring the matter to the attention of the relevant Senior Officer identified in Section 5 – Schedule 1 of this Procedure.

(3) The relevant Senior Officer will ensure the matter is investigated, and for this purpose may obtain further information from any relevant parties.

(4) If such investigation confirms the existence of apparent fraudulent information, the relevant Senior Officer will refer the case to the Academic Registrar, and provide a report detailing the steps taken to date, together with any supporting documentation.

Section 3 - Action by the Academic Registrar

(5) The Academic Registrar will consider the report and decide as to whether the case warrants further investigation or action.

(6) If no further action is to be taken, the Academic Registrar will notify all relevant parties in writing of this decision.

(7) Where the Academic Registrar determines that the case has been substantiated through the initial investigation and, therefore, does not require further investigation they will apply one or more of the penalties under Section 4 of this Procedure.

(8) Where the Academic Registrar determines that the case requires further investigation, they will write to the relevant applicant, current or former student, or person claiming to be a current or former ACU student to seek clarification and/or substantiation in relation to the information in question.

(9) The applicant, current or former student, or person claiming to be a current or former ACU student will be required to respond in writing, within 10 working days of the date of the request from the Academic Registrar.

(10) The Academic Registrar will consider any response and decide as to whether the case warrants further action.

(11) If no further action is to be taken, the Academic Registrar will notify all relevant parties in writing of this decision.

(12) If the authenticity of the information provided cannot be substantiated, or no response is received from any request for clarification, the Academic Registrar will determine the case and apply one or more of the following

penalties in Section 4 of this Procedure.

(13) All relevant parties will be notified of the Academic Registrar's decision in writing.

(14) The Academic Registrar will ensure that recordkeeping and notification requirements are undertaken in accordance with Section 5 of the [Dealing with Instances of Fraudulent Information Policy](#).

Section 4 - Penalties

(15) Where an applicant is found to have provided fraudulent information, the Academic Registrar may apply one or more of the following penalties:

- a. ensure that the application for admission is cancelled by the University;
- b. exclude the person from any future admission to, or enrolment at ACU;
- c. require that any fee paid by the person for any purpose be forfeited.

(16) Where a student is found to have provided fraudulent information for the purpose of receiving an academic advantage in a unit, the Academic Registrar may recommend to the relevant Academic Integrity Officer that a determination of academic misconduct is made under the [Student Academic Integrity and Misconduct Policy](#) and that:

- a. a mark of zero (0) or 'unsatisfactory' should be awarded for the relevant piece of assessment in that unit; or
- b. a result of Fail NN with a mark of zero (0) or Fail Ungraded NU should be awarded in that unit by the Head of School, or equivalent; or
- c. the student's enrolment in the course should be terminated by a Faculty Academic Misconduct Committee and the student should be excluded from the University for a period of up to two semesters from the date of termination.

(17) Where a student is found to have provided fraudulent information for any other purpose, the Academic Registrar may apply one or more of the following penalties:

- a. issue the student with a formal reprimand;
- b. recommend to the Course Coordinator or Head of School, or equivalent that credit from Recognition of Prior Learning be refused or cancelled;
- c. cancel the student's current enrolment and/or other transactions with ACU;
- d. exclude the student from any future admission to, or enrolment with ACU;
- e. require that any fee paid by the student for any purpose be forfeited.

(18) Where a former ACU student or person claiming to be current or former ACU student is found to have provided fraudulent information, the Academic Registrar may apply one or more of the following penalties:

- a. in the case of an ACU graduate, recommend to the Chair, Academic Board that any award be revoked;
- b. exclude the former ACU student or person claiming to be a current or former ACU student from any future admission to, or enrolment at ACU;
- c. require that any fee paid to ACU by the person for any purpose be forfeited.

(19) In addition to any penalty imposed under clauses (16) or (17), the Academic Registrar may refer the matter to be dealt with under another University policy.

Section 5 - Schedules

Schedule 1

Table 1: Fraudulent information provided by an applicant to study at ACU

Section	Relevant Senior Officer
TAC Admissions	National Manager, TAC Admissions
Direct Admissions Services	National Manager, Direct Admissions Services
International Admissions	Associate Director, Strategic Support and Operations
Graduate Research School	Director, Graduate Research School
Pathways	Director, Pathways

Table 2: Fraudulent information provided by a current ACU student during their enrolment

Section	Relevant Senior Officer
Student Administration	Relevant National Manager/Coordinator
Global and Education Pathways	Associate Director, Strategic Support and Operations
Faculty	Relevant Course Coordinator
Student Experience	Director, Student Experience

Table 3: Fraudulent information provided by a former ACU student or a person claiming to be current or former ACU student

Section	Relevant Senior Officer
All	Academic Registrar

Section 6 - Associated Information

(20) 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