

# Falsification of Documentation Policy

Version number	1
Approved by	Corporate Governance Board
Date of approval	13/11/2017

## Purpose

Sydney Institute of Higher Education (SI) is committed to preventing falsification of documentation in all operations, particularly in the admissions process, as part of a suite of risk management, anti-fraud, and overall quality assurance measures.

This *Falsification of Documentation Policy* establishes the process through which to verify and authenticate all documentation used to process and record student information and detect and address any instances of falsification.

## Scope

This policy applies to all staff at SI, and all prospective and current students.

## Principles

The procedures outlined in this policy are designed to uphold the principles of maintaining academic integrity and an unbiased and fair admissions processes.

## Procedures

### *Admissions process*

Staff are expected to maintain vigilance while assessing admission application documents.

If they detect or suspect falsification, they must report it to the relevant Executive Management Team, who will investigate the matter.

If the Provost or Dean finds that the documentation is not appropriate and there is a risk that it is falsified, they will request that the applicant provides the correct, verifiable documentation. If the applicant fails to provide legitimate documentation, their application will be rejected.

In serious cases such as identity theft, the police will be contacted in regard to falsification of documentation.

### *Falsification of documentation by current students*

If any member of staff or the student cohort detect or suspect falsification of documentation, they are expected to report this to a relevant Executive Management Team member.

If the Dean finds that the documentation is not appropriate and there is a risk that it is falsified, they will request that the student provides the correct, verifiable documentation.

If the student fails to provide legitimate documentation, an investigation and hearing into the circumstance will be undertaken, according to the *Misconduct Policy*.

For the policy and procedure regarding the granting of graduation documentation and verification processes for granting replacement graduation documentation, refer to the *Degree Issuance and Replacement Policy*.

### **Recording**

Detailed records must be kept of all proceedings in the Integrity Register and as outlined above as per the *Data and Records Integrity Policy*.

## **Policy Implementation and Monitoring**

The *Corporate Governance Board* delegates responsibility for monitoring and reporting on the day-to-day implementation of this policy to the *Audit and Risk Committee*.

The *Corporate Governance Board* will review all periodic reports from relevant committees and staff members, in accordance with the *Compliance Calendar*.

Additionally, the *Corporate Governance Board* will review all relevant student complaints, concerns raised by staff members, and instances of student or staff misconduct in accordance with the *Compliance Calendar*.

The *Corporate Governance Board* must ensure that findings of these monitoring activities are taken into account in planning, quality assurance and improvement processes.

## **Definitions**

**Corporate Governance Board:** the governing body responsible for oversight of all higher education operations, including the ongoing viability of the institution and the quality of its higher education delivery. The *Corporate Governance Board* guides Management and delegates responsibility for academic matters to the *Academic Board*.

**Falsification of documents:** altering documents with the deliberate intention to mislead.

## **Review schedule**

This policy will be reviewed by the *Corporate Governance Board* every three years.

Version History				
Version number:	Approved by:	Approval date:	Revision notes:	Next review date:
1	Corporate Governance Board	13/11/2017		13/11/2020

### ▲ Related Documents

<a href="#">↗ Misconduct Policy</a>
<a href="#">↗ Anti-Fraud and Corruption Policy</a>
<a href="#">↗ Compliance Framework Policy</a>
<a href="#">↗ Data and Records Integrity Policy</a>
<a href="#">↗ Degree Issuance and Replacement Policy</a>
<a href="#">↗ Risk Management Policy</a>
<a href="#">↗ Dean</a>
<a href="#">↗ Provost</a>
<a href="#">↗ Audit and Risk Committee - Terms of Reference</a>
<a href="#">↗ Corporate Governance Board - Terms of Reference</a>

End of document: "Falsification of Documentation Policy"

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