



# FALSIFICATION OF DOCUMENTS POLICY AND PROCEDURES

## Purpose

Lincoln Education Australia (LEA\*\*) 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 and Procedures* establishes the procedure for the verification and authentication of all documentation used to process and record student information and to detect and address any instances of falsification.

\*\*The trading name for the Lincoln Institute of Higher Education (LIHE) is Lincoln Education Australia (LEA).

## POLICY

### Scope

This policy applies to all staff at LEA 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 are report it to the relevant senior manager who shall investigate the matter.

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

In serious cases such as identity theft, the police shall be contacted.

### 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 senior manager.

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

If the student fails to provide legitimate documentation, an investigation into the circumstance shall be undertaken, as follows:

The student shall be issued a written notification explaining why their documentation is under suspicion of being falsified. The notification shall instruct the student to attend a meeting with the Academic Dean and one other senior staff member. The student shall receive at least 14 days’ notice to attend the meeting.

At the meeting, all evidence shall be reviewed, and the student may present their case. After consideration of the nature and scale of the incident, LEA may:

- Educate the student on how to avoid future suspicion of document falsification
- Issue a formal warning that remains on the student’s record
- The student may be suspended or expelled
- The student may be reported to the authorities

If the incident relates to plagiarism or academic misconduct, the matter is to be resolved as outlined in the *Academic Integrity and Misconduct Policy and Procedures*.

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 and Procedures*.

### Recording

Detailed records shall be kept of all proceedings outlined above as per the *Data and Records Integrity Policy and Procedures*.

### Compliance

All staff and students at LEA and all prospective students of LEA are required to comply with this policy and its procedures, and with related policies and respective procedures. Non-compliance may result in disciplinary action.

<b>File Number</b>	LEA-GEN-COR-70034-D
<b>Responsible Officer</b>	Chief Executive Officer
<b>Contact Officer</b>	Registrar
<b>Legislative Compliance</b>	<ul style="list-style-type: none"> <li>• <i>Higher Education Standards Framework (Threshold Standards) 2015</i></li> <li>• <i>Tertiary Education Quality and Standards Agency Act 2011</i></li> </ul>



<b>Supporting Documents</b>	
<b>Related Documents</b>	<ul style="list-style-type: none"><li>• <i>Anti-Fraud and Corruption Policy and Procedures</i></li><li>• <i>Compliance Framework Policy</i></li><li>• <i>Degree Issuance and Replacement Policy and Procedures</i></li><li>• <i>Risk Management Policy</i></li></ul>
<b>Superseded Documents</b>	
<b>Effective Date</b>	1 January 2022
<b>Next Review</b>	3 years from the effective date

## Definitions

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

**Academic Dean:** Senior member of staff responsible for the academic standards of LEA and for maintaining and developing academic courses, teaching excellence and interaction with stakeholders. Plays a crucial role in defining, disseminating and supporting academic standards and values across LEA.

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

## Review Schedule

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

Version History			
Version number:	Approved by:	Approval Date:	Revision Notes:
1.0	Corporate Governance Board	17/12/2020	New policy
1.1	Corporate Governance Board	22/02/2023	TEQSA and CRICOS requirements incorporated