

## CHS Revocation of Awards Policy

<b>Document ID</b>	<b>CHS Revocation of Awards Policy</b>
<b>Category</b>	Governance
<b>Document Owner</b>	The Academic Registrar
<b>Approved By</b>	Board of Directors
<b>Authorised By</b>	Board of Directors

### Version Control

Version	Summary of changes	Approval date	Review Date
1.0	Document Established	Academic Board: 14 December 2018 Board of Directors: 18 December 2018	20 December 2020
1.1	Minor changes to the job title and extension of review date	CEO: 12 October 2023	12 October 2024

## Table of Contents

1. Purpose.....	2
2. Scope .....	2
3. Definitions.....	2
4. Modification and Revocation of Awards .....	3
4.1. Modification .....	3
4.2. Revocation .....	3
4.3. Voluntary Relinquishment of Awards.....	3
4.4. Effect.....	4
5. Records .....	4
6. Related Documents .....	4
7. Related legislation .....	4

## 1. Purpose

This policy defines the criteria under which an award conferred on a student of the ECA College of Health Sciences (CHS) may be modified, voluntarily relinquished, or revoked.

## 2. Scope

This policy applies to all awards conferred on students from any course or unit(s) of study at CHS. This document should be read in conjunction with other related policies. (see Related Documents)

## 3. Definitions

Item	Definition
<i>Academic misconduct</i>	Any dishonest or inappropriate behaviour by a student in an assessment task or other academic activity including and not limited to: <ul style="list-style-type: none"><li>• cheating;</li><li>• collusion;</li><li>• fraud; or</li><li>• plagiarism</li></ul>
<i>Award</i>	A diploma, degree, Statement of Attainment, prize, or other certificate or recognition conferred on a student upon completion of a course or unit(s) of study.
<i>Course</i>	A structured sequence of study leading to the award of a degree, diploma, certificate or other recognised qualification, which when successfully completed is conferred on the graduand by the CHS Board of Directors.
<i>Fraud</i>	An express form of academic misconduct or professional dishonesty, including and not limited to: <ul style="list-style-type: none"><li>• impersonating another person or engaging someone else to impersonate another person during the conduct of an academic activity;</li><li>• misrepresenting, falsifying, misstating or fabricating data during the conduct of an academic activity;</li><li>• submitting academic work produced by another person(s) as one's own;</li><li>• failing to attribute work completed by another person(s) in the completion of an academic activity</li><li>• giving or providing for sale one's own work to another person(s), company or website for the purposes of making such work available for copying or use by another person(s);</li><li>• the use of knowingly deceptive means in the attempt to avoid an academic penalty; or</li><li>• knowingly or deliberately providing falsified information to gain admission into a course or unit(s) of study.</li></ul>

Item	Definition
<i>Prima facie case</i>	A case in which the evidence produced is sufficient to enable a determination to be made.
<i>Revocation Panel</i>	A small group of people appointed to investigate and make a recommendation on the revocation of a conferred award.
<i>Statement of Attainment</i>	An official record that may be issued to a student who has successfully completed a unit(s) of study, which does not fulfil the requirements for completion of a course.
<i>Unit of study</i>	A single component of a course.

## 4. Modification and Revocation of Awards

### 4.1. Modification

The CHS Board of Directors may, upon recommendation of a Revocation Panel, modify an award conferred on a student on the grounds that the award was conferred in error with respect to:

- the title of the award, including any named major(s) within the award;
- the date of the award;
- the recipient student's name; or
- other relevant and significant information relating to the award.

### 4.2. Revocation

The CHS Board of Directors may, upon recommendation of a Revocation Panel, revoke an award conferred on a student on grounds that:

- the award was conferred in error;
- the award was obtained as a result of fraud;
- the award was obtained as a result of academic misconduct; or
- the award was conferred under any other such circumstances that, had the Board of Directors been aware of at the time, it would not have conferred the award.

Any person who believes there to be evidence that an award has been conferred under circumstances, which if proven would cause the award to be modified or revoked, should advise the Academic Registrar in writing.

If the Academic Registrar believes there to be a *prima facie* case for the modification or revocation of the award, the Academic Registrar will appoint a Revocation Panel to investigate the matter further and make recommendation to the Board of Directors that the award be modified or revoked as is appropriate.

Pursuant to the recommendation of a Revocation Panel, the Board of Directors may determine to neither modify nor revoke an award.

### 4.3. Voluntary Relinquishment of Awards

Any graduated student of CHS, or student recipient of a Statement of Attainment may elect to voluntarily relinquish – with or without providing a reason – any award conferred upon them by the CHS Board of Directors.

Any person wishing to voluntarily relinquish an award will write to the Academic Registrar advising of their intent and will return the award to CHS via the Academic Registrar.

Upon receipt of the request for relinquishing of a CHS award, the Academic Registrar will advise the Board of Directors in writing. The Chair of Board of Directors will advise the applicant in writing of the date of the revocation of the award.

#### **4.4. Effect**

1. Upon determination by the Board of Directors that an award be modified or revoked, the Chair of Board of Directors will notify the student of the outcome (i.e. that their award has been modified or revoked) in writing and will order the student to return the award to the College within 30 days of the date of the notice to the student.
2. A student whose award has been revoked, or who has voluntarily relinquished an award, will further be directed in writing to cease all reference to holding the award immediately from the date of the notice.
3. Where a student refuses to comply with an order to either to return the award to the College, or to cease all reference to holding the award, the College may take any appropriate action to provide public notice that the award has been revoked.
4. Where an award has been modified, the student will be supplied a replacement award at no cost to themselves within 30 days of receipt of the award relinquished to the College.
5. The Academic Registrar will be responsible for the updating of all relevant records pertaining to the student and the relinquished award and for assuring the destruction of the relinquished award.

### **5. Records**

Records associated with this policy will be maintained according to the ***CHS Student Academic Records Management Policy***.

### **6. Related Documents**

- CHS Graduation Transcripts and Testamurs Policy
- CHS Assessment Policy
- CHS Student Academic Records Management Policy

### **7. Related legislation**

- Higher Education Support Act 2003
- Tertiary Education Quality and Standards Agency (TEQSA) Act 2011

- TEQSA Higher Education Standards Framework (Threshold Standards) 2015
- Education Services for Overseas Students (ESOS) Act 2000 and National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018)
- Australian Qualifications Framework (AQF).