

REVOCATION OF AWARDS POLICY

Document ID	Revocation of Awards Policy
Related Documents	Governing Board Charter; Academic Integrity Policy; Graduation, Transcripts and Testamurs Policy; Student Academic Records Management Policy; Revocation Panel Terms of Reference.
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References and Legislation	Tertiary Education Quality and Standards (TEQSA) Act 2011 (Cth); Higher Education Standards Framework (Threshold Standards) 2015; Education Services for Overseas Students Act 2000 (Cth); Education Services for Overseas Students Regulations 2001; Migration Act 1958 (Cth); National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007; the Higher Education Support Act 2003 (Cth); and Privacy Act 1988 (Cth)

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
5. Voluntary Relinquishment of Awards.....	3
6. Policy Suspensions.....	4

1. Purpose

This policy defines the criteria under which an award conferred on a student of Asia Pacific International College 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 APIC. 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"> • cheating; • collusion; • fraud; or • plagiarism
<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 recognized qualification, which when successfully completed is conferred on the graduand by the Governing Board of APIC.
<i>Fraud</i>	An express form of academic misconduct or professional dishonesty including and not limited to: <ul style="list-style-type: none"> • impersonating another person or engaging someone else to impersonate another person during the conduct of an academic activity; • misrepresenting, falsifying, mis-stating or fabricating data during the conduct of an academic activity; • submitting academic work produced by another person(s) as one's own; • failing to attribute work completed by another person(s) in the completion of an academic activity • 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); • the use of knowingly deceptive means in the attempt to avoid an academic penalty; or • knowingly or deliberately providing falsified information to gain admission into a course or unit(s) of study.
<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.

Item	Definition
<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 Governing Board of APIC may, upon recommendation of a Revocation Panel, modify an award conferred on a student on 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 Governing Board of APIC 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 Governing Board 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 Registrar in writing.

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

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

5. Voluntary Relinquishment of Awards

Any graduated student of APIC, 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 Governing Board of APIC.

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

Upon receipt of the award the Registrar will advise the Governing Board in writing. The Chair of Governing Board will advise the student in writing of the date of receipt of the award.

6. Effect

Upon determination by the Governing Board that an award be modified or revoked, the Chair of Governing Board 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.

A student whose award has been revoked, or who has voluntarily relinquished an award, will further be ordered in writing to cease all reference to holding the award immediately from the date of the notice.

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.

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.

The 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. (refer [Student Academic Records Management Policy](#))

7. Policy Suspensions

These Guidelines supersede the following:

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N/A	