

SCHOLARSHIPS UNIT

FALSE AND MISLEADING INFORMATION POLICY

In accordance with DEST advice, the following procedures will be implemented if the University believes that a student has provided false or misleading information when applying for a Commonwealth Learning Scholarship.

The DEST CLS Guidelines state:

2.25.20 Provision of False Information

(1) If a *provider* knows or has reason to believe that a student in receipt of a *CLS* has provided false or misleading information to the *provider* in relation to the *CLS*, the *provider* must immediately:

- (a) re-assess the student's entitlement to the *CLS*; and
- (b) notify *DEST* of the suspected offence and provide a copy of the student's application and any other relevant information requested by *DEST*.

- The La Trobe University contact officer to whom concerns about false or misleading information should be referred immediately for further investigation is the Scholarships Officer. In the absence of the Scholarships Officer, the alternative contact officer is the Administrative Officer in the Scholarships Unit. Contact details for the contact officers will be included in all CLS material.
- Clear reference to the consequences of providing false or misleading information should be provided in all handouts, brochures and documentation concerning CLS.
- All university staff should be advised that any documentation relating to a possible offence against the Commonwealth should be kept in a secure, lockable container with restricted access or more preferably, furnished to the contact officer immediately for securing by him or her until DEST (the National Investigation Unit, NIU) can take possession of the material.
- Staff should also be told that they should not discuss any allegations with other staff, students or outside personnel, other than on a need-to-know basis and should not attempt to investigate the matter themselves.
- The nominated contact officer will pass on all documents and related information concerning the application to the NIU for further investigation.
(Contact Details: Bill Sheppard, National Investigations Unit (DEST), Ph. 02 6240 8573, mobile 0412027874, email: bill.sheppard@dest.gov.au)

Similar procedures will be adopted in relation to institutional equity scholarships.

However the investigation will take place internally, and be referred by the Scholarships Officer to the Manager, Academic Services.

Approved by the Equity Scholarships Committee: 21 September 2006