1. Overview
Wentworth Institute (WIN) upholds the principle that academic integrity relies on the application of honesty in all scholarly endeavour. Students of WIN will conduct themselves in their academic studies honesty and ethically and are expected to carefully acknowledge the work of others in all their academic activities.

This policy describes academic misconduct and outlines WIN's response to instances of academic misconduct that are detected.

Use of the Model Policy for the Prevention and Detection of Plagiarism as a reference source is acknowledged.

2. Types of academic misconduct
Academic misconduct involves cheating, collusion, plagiarism or any other conduct that deliberately or inadvertently claims ownership of an idea or concept without acknowledging the source of the information. This includes any form of activity that negates the academic integrity of the student or another student and/or their work.

Plagiarism occurs when students fail to acknowledge that the ideas of others are being used. Specifically it occurs when:
- other people’s work and/or ideas are paraphrased and presented without a reference;
- other students’ work is copied or partly copied;
- other people’s designs, codes or images are presented as the student’s own work;
- phrases and passages are used verbatim without quotation marks and/or without a reference to the author or a web page;
- lecture notes are reproduced without due acknowledgement.

Cheating occurs when a student seeks to obtain an unfair advantage in an examination or in other written or practical work required to be submitted or completed for assessment.

Collusion (unauthorised collaboration) involves working with others without permission to produce work which is then presented as work completed independently by the student. Collusion is a form of plagiarism. Students should not knowingly allow their work to be copied.

3. Notification to students
All subject outlines will explain the meaning of academic misconduct and will give students clear instructions as to whether they are permitted to work on an assignment jointly and provide clear guidelines relating to all aspects of groupwork.

The subject outline will also provide adequate information to students about referencing requirements and academic conventions for the use of others’ work including advice on how to avoid plagiarism.

The subject outline will refer students to this policy.
4. Prevention and detection of plagiarism

In order to assist in the prevention of plagiarism teaching staff have a responsibility to explain to students both good scholarly practice and the concept of plagiarism. All academic staff are encouraged to model this behaviour by ensuring that lecture notes and media presentations are properly cited when the materials presented are paraphrased from a secondary source.

The subject outline will provide advice to students about referencing requirements and academic conventions for the use of others’ work as well as advice on how to avoid plagiarism.

Students will be required to submit all papers in electronic format through the Moodle LMS which has been integrated with Turnitin. Turnitin is an originality checking and plagiarism prevention tool that enables checking of submitted written work for improper citation or misappropriated content. All papers will therefore be subject to electronic scanning by Turnitin against other students’ work, the Internet and key resources selected by the lecturer.

5. Allegation of academic misconduct

When academic misconduct is suspected by teaching staff, the Course Coordinator and/or Head Lecturer responsible for the subject should be notified. Allegations of academic misconduct must be based on firm evidence.

The Head Lecturer will put the matter to the student(s) and give them an opportunity to respond to the allegation of academic misconduct. The student(s) should be called to a meeting where they are given particulars of the suspected academic misconduct and given a chance to defend the allegation. The student(s) should be informed of the penalties that may be applied if the allegation of academic misconduct is upheld. In cases where it is impractical for a student to attend such a meeting, particulars of the academic misconduct should be put to the student in writing, and the student should be asked to respond within ten working days from receipt of the written communication.

The Course Coordinator, in consultation with the Head Lecturer, is required to decide whether the allegation of academic misconduct is upheld or rejected and, if upheld, whether the academic misconduct was likely to have been intentional or unintentional.

There are a number of factors that might be taken into consideration when deciding whether academic misconduct was unintentional, such as:

- the student is in the first year of the course and has not received a prior warning;
- the student is from an educational background where different norms apply for the acknowledgement of sources;
- a negligible amount has been plagiarised;
- the student has made an inadequate attempt at referencing.

An indication that academic misconduct was intentional may be:

- that the students in the cohort were given information on how to acknowledge extracts and quotations and the student was present and received written information and knew that the use of material without acknowledgement was unacceptable;
- that the student had received a prior warning about academic misconduct.

6. Penalties
Once an allegation of academic misconduct has been investigated and found to be upheld a determination will be made within ten working days of the appropriate penalty. Each case of academic misconduct will be treated on its merits.

6.1 Unintentional academic misconduct
Where the Course Coordinator decides that academic misconduct was not intentional they may take one of the following possible actions:
- warn the student and mark the assessment item without penalty (deduction of marks); or
- warn the student and mark the assessment item with penalty; or
- warn the student, request resubmission, and mark the assessment item with or without penalty.

Warnings and penalties must be communicated in writing to the student and will be kept on the student’s file. The student shall also be advised of their right to appeal the finding of academic misconduct and the penalty imposed.

6.2 Intentional academic misconduct
Before the Course Coordinator determines that the academic misconduct was intentional they must consider the student’s response (if any) to the allegation. If the student fails to respond to an allegation of intentional academic misconduct or cannot convince the Course Coordinator that the academic misconduct was unintentional, the Course Coordinator will report the matter to the Dean.

In such cases the Dean, in concert with the Course Coordinator and Head Lecturer, will determine the appropriate penalty for the intentional academic misconduct, which may be one or more of the following:
- the student may be required to undertake additional or alternative assessment (the maximum mark possible being a Pass grade);
- a grade of Fail may be recorded for the assessment item;
- a grade of Fail may be recorded for the subject of study;
- the student may be withdrawn from the course for a period of specified time;
- the student may be excluded from the course and expelled from WIN.

The most serious penalties may be considered in the case of repeated academic misconduct.

The basis on which the academic misconduct has been determined to be intentional and the penalty that has been determined must be communicated in writing to the student and a copy kept on the student’s file. The student shall also be advised of their right to appeal the finding of academic misconduct and the penalty imposed.

7. Appeals
A student may appeal against a decision made under this policy. The grounds for appeal are that the decision is inconsistent with this policy. Appeals must be made in writing and lodged with the Dean within seven days of the student receiving written notification of the decision. The Dean will respond in writing to the appeal within twenty working days and may confirm or vary the decision. All decisions of the Dean in regards to appeals under this policy will be reviewed by the Teaching and Learning Committee.

If a student remains dissatisfied with the outcome of their appeal they may utilise WIN’s grievance handling procedures.