



# WENTWORTH INSTITUTE OF HIGHER EDUCATION

<b>Document: Student Academic Misconduct Policy</b>		
<b>Approved by:</b> <b>Wentworth Institute of Higher Education Pty Ltd Academic Board</b>	<b>Version: 1.0</b>	<b>Date: 05.20</b>

## 1. Purpose and scope

Students at Wentworth Institute of Higher Education Pty Ltd (“WIN Higher Education”) are entitled to engage in the educational process, free from disruptive or inappropriate behaviours. To this end, WIN Higher Education is committed to ensuring that there are clearly defined standards of behaviour and conduct for all enrolled students so that all students are afforded a safe and productive environment in which to study.

WIN Higher Education upholds the principle that academic integrity relies on the application of honesty in all scholarly endeavour. Students of WIN Higher Education are expected to conduct themselves in their academic studies honestly and ethically and to carefully acknowledge the work of others in all their academic activities.

This policy outlines WIN Higher Education’s responses in instances where students do not adhere to academic integrity standards, and allegations of academic misconduct are made. The policy applies to all students of WIN Higher Education, in respect of all actions and activities (including inaction or inactivity) relating to, or impacting on, WIN Higher Education or its students and staff or any relevant person involved.

## 2. Definitions

**Academic misconduct** means plagiarism, cheating and/or collusion, 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 people’s 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; and/or
- 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. It includes contract cheating (or ghost writing), when a student accesses or attempts to access the services of another individual or organisation to author or partly author an assignment, regardless of whether or not payment is made. Examples of contract cheating include:

- Purchasing an assignment from a website which is then submitted as the student's own work; or
- Requesting or paying another person to write or complete original work which is then submitted as the student's own work.

**Collusion** (unauthorised collaboration) involves working with others without permission to produce work which is then presented as work completed independently by the student. It also includes when students allow or enable their work to be copied, either knowingly or unknowingly.

### 3. Procedure

#### 3.1. Academic misconduct

The steps to be undertaken in the case of academic misconduct are set out below.

##### **Step 1: Investigation**

Allegations must be made in writing by the relevant academic staff member to the Teaching and Learning Coordinator and supported by evidence within 5 working days of discovering the misconduct. Allegations may be altered during the course of an investigation but the student must be given notice of any change.

The student will be notified of the allegation(s) in writing by email by the Teaching and Learning Coordinator or delegate within five working days to their student email address and/or another email address belonging to the student if necessary.

The Programs Coordinator will convene a Misconduct Committee, consisting of the Teaching and Learning Coordinator and the Head Lecturer or delegates to investigate the matter.

In investigating the matter, the student will have the opportunity to be interviewed by the Misconduct Committee within 10 working days of the email being sent. The student may choose to respond to the allegations in writing rather than attend the formal interview. If the student does not attend the interview or submit a response in writing, the matter will be determined in their absence. The relevant academic will also have the opportunity to be interviewed by the Misconduct Committee as part of their investigation.

##### **Step 2: Determination by Misconduct Committee**

In making a determination the following must be applied:

- Any previous findings relating to a past misconduct allegation or decision should not be taken into consideration at the determination stage; and
- After evaluating the evidence presented, it should be considered whether it is more likely than not, on the balance of probability, that the allegation/s or any number of the allegations against the student can be proven and substantiated.

### Step 2(a) Where the student admits the allegation(s) and the conduct is found to have occurred

Here the decision may be:

- To impose no penalty because no penalty is warranted; or
- That one or more of the penalties (see Penalty Schedule Guidelines) is imposed.

### Step 2(b) Where the student denies the allegation(s):

Here the decision may be:

- That the student has satisfactorily addressed the allegation/s and that the allegation/s should be dismissed; or
- That the misconduct is proven and one or more of the penalties (see **Penalty Schedule Guidelines**) is imposed.

### Step 3: Penalty (refer to Penalty Schedule Guidelines see 3.3 below)

Where a penalty is appropriate, the following should be considered and taken into account when determining whether the misconduct is **minor** or **major** (except misconduct in any form of marked examination; in this case the misconduct is classed as **major**):

- Any previous findings of misconduct and penalty imposed (refer to the Student Misconduct Register);
- The year or level of study of the student;
- Any intention behind the conduct, and the level and effect of that intention;
- Any personal health, family or other factors that contributed to the conduct; and
- Matters considered relevant in the particular circumstances.

## 3.2. Timeframes

Steps 1 to 3 of the academic misconduct procedure should be completed within 20 working days.

The determination will be confirmed in writing giving reasons and the detail of any penalty typically within five working days of the conclusion of the investigation.

The student will be informed of any delays and advised of new timeframes.

## 3.3. Penalty Schedule Guidelines

(Note: These penalties are *indicative* only and may need to be varied according to the circumstances)

Current act of Academic Misconduct	Previous Record on Student Misconduct Register	Action/Penalty - Indicative
Minor	No	Counsel the student about appropriate academic practice and take one or more of the following actions: <ul style="list-style-type: none"><li>• Request the lecturer to mark the piece of work concerned, taking full account of the deficiencies in achieving intended Learning Outcomes; and/or</li></ul>

		<ul style="list-style-type: none"> <li>Require that the student resubmit the work, in whole or in part, by a specified date, with or without imposing a maximum mark achievable; and/or</li> <li>Award a reduction in mark of up to 20% of the mark available for that assessment Item.</li> </ul> <p>The student is required to obtain guidance from the Study Support Officer and/or attend the next scheduled tutorial on academic writing and referencing, study skills or related issues.</p> <p>Current act of academic misconduct recorded on <b>Student Misconduct Register</b> as minor.</p>
Minor	Minor Academic Misconduct	<p>Counsel the student about appropriate academic practice; and take one or more of the following actions:</p> <ul style="list-style-type: none"> <li>Award a reduction in mark of up to 100% of the mark available for that assessment Item; and/or</li> <li>Require the student to resubmit the piece of work by a specific date. In the case of resubmission, the maximum mark for the assessment will be 50% of the mark available for the assessment item; and/or</li> <li>Require the student to undertake an additional, equivalent assessment by a specified date. In the case of additional assessment, the maximum mark for the assessment will be 50% of the mark available for the assessment item.</li> </ul> <p>The student is required to obtain guidance from the Study Support Officer and/or attend the next scheduled tutorial on academic writing and referencing, study skills or related issues.</p> <p>Current act of academic misconduct recorded on <b>Student Misconduct Register</b> as minor.</p>
Minor	Major Academic Misconduct	<p>Counsel the student about appropriate academic practice and award zero marks for the assessment Item.</p> <p>The student is required to obtain guidance from the Study Support Officer and/or attend the next scheduled tutorial on academic writing and referencing, study skills or related issues.</p> <p>Current act of academic misconduct recorded on <b>Student Misconduct Register</b> as minor.</p>
Major	No	<p>Counsel the student about appropriate academic practice and award zero marks for the assessment Item, or zero marks for the subject leading to a Fail grade for the subject.</p> <p>The student is required to obtain guidance from the Study Support Officer and/or attend the next scheduled tutorial on academic writing and referencing, study skills or related issues.</p> <p>Current act of academic misconduct recorded on <b>Student Misconduct Register</b> as major.</p>
Major	Minor Academic Misconduct	<p>Counsel the student about appropriate academic practice and award zero marks for the assessment Item, or zero marks for the subject leading to a Fail grade for the subject.</p> <p>The student is required to obtain guidance from the Study Support Officer and/or attend the next scheduled tutorial on academic writing and referencing, study skills or related issues.</p> <p>Current act of academic misconduct recorded on <b>Student Misconduct Register</b> as major.</p>

Major	Major Academic Misconduct	<p>Counsel the student about appropriate academic practice, award zero marks for the subject, leading to a Fail grade for the subject.</p> <p>The student is required to obtain guidance from the Study Support Officer and/or attend the next scheduled tutorial on academic writing and referencing, study skills or related issues.</p> <p>Current act of academic misconduct recorded on <b>Student Misconduct Register</b> as major.</p>
Major	Two or more instances of Major Academic Misconduct	<p>Counsel the student about appropriate academic practice, award zero marks for the subject, leading to a Fail grade for the subject.</p> <p>The student is required to obtain guidance from the Study Support Officer and/or attend the next scheduled tutorial on academic writing and referencing, study skills or related issues.</p> <p>A note is added to the student's Record of Results.</p> <p>Current act of academic misconduct recorded on <b>Student Misconduct Register</b> as major.</p>

### 3.4. Appeals

A student may appeal against a decision made under this policy.

Appeals should be made as per the Academic Grievance Handling Policy and Procedure for Students and lodged within 20 working days of the student receiving written notification of any penalty applied under this policy.

### 3.5. Education and awareness

Appropriate training in this policy and procedure will be provided to all staff members.

Students will be informed of this policy during orientation. The policy will also be published on WIN Higher Education website see [www.win.edu.au](http://www.win.edu.au).

### 3.6. Student Misconduct Register

All findings of student academic misconduct are recorded in a **Student Misconduct Register**.

This register is maintained by the Dean or their delegate. A finding is entered on the register whether or not a penalty had been awarded. Access to the Register is limited and records are stored confidentially.

## 4. Publication

This policy will be published on WIN Higher Education website at [www.win.edu.au](http://www.win.edu.au).

## 5. Legal and Policy Framework

- Australian Qualifications Framework (AQF)
- Higher Education Standards Framework (Threshold Standards) 2015
- Tertiary Education Quality and Standards Agency Act 2011
- Education Services for Overseas Students Act 2000 (ESOS Act)

- The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018 (National Code 2018)

## **6. Related document**

- *Academic Grievance Handling Policy and Procedure for Students*

## STUDENT ACADEMIC MISCONDUCT FLOWCHART

