



**WENTWORTH INSTITUTE**  
**OF HIGHER EDUCATION**  
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<b>Document: Academic Integrity and Student Misconduct Policy</b>		
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## Purpose and scope

Students at Wentworth Institute of Higher Education (“WIN Higher Education”) are entitled to engage in the educational process, free from disruptive or inappropriate behaviours. 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, trust, fairness, respect, and responsibility 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. Students of WIN Higher Education must also avoid engaging in contract cheating that undermines academic integrity.

This policy outlines WIN Higher Education’s responses in instances where students do not adhere to academic integrity standards and the 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.

## Definitions

**Academic Integrity**, in accordance with [TEQSA](#), is ‘*the expectation that teachers, students, researchers and all members of the academic community act with honesty, trust, fairness, respect and responsibility.*’ Breaching academic integrity is also known as ‘academic misconduct’ or ‘academic dishonesty’. All students of WIN Higher Education are expected to uphold academic integrity during their studies. An important way of upholding academic integrity is by contacting the subject coordinator or lecturer if you are having study problems and working with them on solutions. Studying and learning provides the knowledge expected of a graduate from WIN Higher Education, but any form of cheating means that student could miss important professional knowledge and practice that is needed to succeed in their future career ([TEQSA](#)).

**Academic misconduct or Academic dishonesty** is a breach of academic integrity such as plagiarism, cheating and/or collusion, fabricating information, contract cheating, recycling, or resubmitting previous work, 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 compromises the academic integrity of the degree, of the student or another student and/or their work.

**Cheating** occurs when a student seeks to obtain an unfair advantage in an online or face-to-face examination or in other written or practical work required to be submitted or completed for assessment. Misrepresentation and submitting fraudulent document such as fake medical certificate or allowing another person to sit an exam on student’s behalf, falls under cheating. It also includes failing to comply with online final examination rules of conduct such as talking to another person (online or in the room), failing to turn the camera on when instructed by WIN Higher Education staff, leaving the exam without permission and other incidents contrary to rules of examination conduct.

**Collusion** (unauthorised collaboration) involves working with others and producing 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.

**Contract Cheating** (or ghost writing) is when a student accesses or attempts to access the services of another person, entity or organisation to author or partly author an assignment, regardless of whether payment is made. Examples of contract cheating include:

- Purchasing an assignment, examination and other assessments from a website which is then submitted as the student's own work; or
- Requesting another person, entity or organisation (paid or unpaid) to write or complete an original work such as assignment, examination and other assessments which is then submitted as the student's own work.

**Copyright** provides exclusive rights to the owner of an intellectual property. Breaches to academic integrity may also constitute a breach to the Copyright Law of Australia or international copyright law. Lecture notes and other teaching materials provided by WIN Higher Education are copyrighted and should not be distributed to a third party or uploaded on any website without consent of WIN Higher Education.

**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 or citation;
- Other people's work is copied or partly copied;
- Other people's designs, codes, drawing, programming, videos, or images are presented as the student's own work;
- Phrases and passages are used verbatim without paraphrasing, without quotation marks and/or without reference to the author or a web page; and/or
- Lecture notes as provided by WIN Higher Education academic staff are reproduced without due acknowledgement.

**Recycling** means resubmitting previously submitted work that has been assessed without obtaining permission from the teaching staff to gain unfair advantage.

## **Roles and Responsibilities**

**WIN Higher Education is committed to promoting academic integrity:**

**a)** by implementing policies, procedures, and systems to achieve best practice in delivering academic integrity.

**b)** by providing study skills support and resources to students to promote academic integrity and good academic practice in all academic activities including writing, referencing, technical assessments and research.

**c)** by providing support and professional development to academic staff to promote best practice in delivering academic integrity.

**Academic staff must:**

**a)** assist students in understanding academic integrity and good academic practice in their relevant subject or discipline.

**b)** provide clear advice to students regarding the assessment tasks especially where it constitutes legitimate collaboration between and among the students.

**c)** liaise with WIN Academic Research and Writing Support Officer to discuss any additional support that may be required in their respective students or classes including the use of referencing guide (APA).

**d)** be vigilant in detecting and determining breaches in academic integrity.

**e)** apply equity, procedural fairness, consistency, and timely reporting of academic integrity breaches.

**Students must:**

- a) complete the academic integrity module where required and/or attend academic integrity presentations during orientation or during classes.
- b) attend study skills workshop if directed to do so to ensure proper and correct referencing, paraphrasing and other academic writing skills are adhered to.
- c) apply good academic practice principles when writing or completing any assessments such as:
  - any sentence or passage taken verbatim from another source should be included in a 'single quotation' marks;
  - direct quotes taken verbatim from another source should be limited or restricted and should be particularly relevant to the point you want to make;
  - direct quotes taken verbatim from another source should be reasonably short, preferably a phrase or a sentence;
  - in most cases, students should put the ideas and assertions of other authors in their own words (paraphrasing);
  - all ideas, assertions, and direct quotes should be cited in the text as well as listed in the references at the end of the report;
  - any drawings, videos, programming, figures, and related materials are acknowledged and cited.
- d) avoid any incidence of contract cheating or be a part of contract cheating such as uploading assignments or sharing assignments on contract cheating websites.
- e) apply good academic practice and integrity to:
  - All written reports, assignments, projects, journals, drawings, images, computer programming and related assessments;
  - Any examinations; and
  - Any other assessable items required to complete the course.

**Academic Integrity (Misconduct) Committee:**

- a) will comprise of the Chair (Undergraduate) or Chair (Postgraduate), academic staff who reported the misconduct case, and the Registrar. In certain cases where misconduct involves technical assessments such as computer programming, video, drawings and related assessment, the Chair may invite another academic who has expertise in this area.
- b) in reviewing and deliberating on misconduct cases, will apply the principles of:
  - Equity
  - Procedural fairness
  - Consistency
  - Timely resolution of the misconduct case
- c) will counsel the student about appropriate academic integrity principles and refer the student to complete the academic integrity module, attend academic writing, referencing, study skills and related academic writing support through WIN's Student and Study Support Officer. This means applying an educative approach in counselling a student.

**Registrar must:**

- a) convene the Academic Integrity Committee to meet and investigate reported cases of breaches to academic integrity.
- b) apply equity, procedural fairness, consistency, and timely notification of academic integrity breaches to the Academic Integrity Committee and to the student including outcomes/decisions of the Committee.
- c) provide a summary of misconduct cases to the Academic Board and the Board of Directors.

## Reporting, Notification and Recordkeeping

a) In accordance with the Academic Integrity and Student Misconduct Procedure:

For resolving minor cases of academic integrity

- Based on academic judgement, academic staff will resolve minor cases of academic integrity and discuss the relevant issues to the student including any resubmission if required.
- Notify the Registrar of the minor case explaining the academic integrity issue and outcome achieved for monitoring purposes.
- If the minor issue is subsequently repeated, the academic staff then notifies the Registrar of a major breach of academic integrity.

For reporting major cases of academic integrity

- The academic staff notifies the Registrar of the breach of academic integrity.
- The Registrar reviews the allegation and convenes the Academic Integrity Committee and notifies the student of the misconduct meeting.
- The Registrar notifies the student of the decision or outcome of the investigation.
- The Registrar maintains a record of misconduct cases and keeps a register of the findings, outcome and penalties imposed.

b) Recording of misconduct proceedings may be allowed subject to the agreement of parties at the meeting. The recording will be used solely for reviewing the decision or an appeal against the decision.

c) Timely notification in writing in relation to the allegation are as follows:

Timeframe	Action required
Within five (5) working days of discovering a breach of academic integrity.	<ul style="list-style-type: none"> <li>• For minor cases, the academic staff discusses the academic integrity issue with the student and resolve the issue including any resubmission if required. Notifies the Registrar of the minor misconduct by email.</li> <li>• For major cases, the academic staff notifies the student that the assessment was referred to the Registrar due to a breach of academic integrity. The academic staff forwards all the relevant evidence and documents to the Registrar.</li> </ul>
Within five (5) working days of receiving the complete allegation from the academic staff.	<ul style="list-style-type: none"> <li>• The Registrar notifies the student of the allegation and the date and time of the academic integrity meeting. The date and time should be in consultation with the Academic Integrity Committee.</li> </ul>
Within ten (10) working days from date of notifying the student of the allegation.	<ul style="list-style-type: none"> <li>• The Academic Integrity Committee will convene to interview the student.</li> </ul>
Within five (5) working days at the conclusion of the committee meeting.	<ul style="list-style-type: none"> <li>• The Registrar notifies the student of the decision and penalty, where applicable. The Chair and academic staff will be copied into this notification including the Academic Research and Writing Support Officer, where applicable.</li> </ul>

d) If the student does not attend the interview, the matter will be determined in their absence. This statement is included in the notification to the student.

e) Provide a summary of misconduct cases to the Academic Board and the Board of Directors.

## Determining Major or Minor Misconduct

The following scenarios are examples of Major or Minor misconduct:

### Major misconduct:

- Cheating in an examination in whatever form.
- Student inducing another person to sit and/or complete an examination (online or face-to-face) on the student's behalf.
- Student copying and submitting another student's work or submitting a group work claiming to be his/her own work.
- Contract cheating regardless of source.
- Use of software that paraphrases or rewriting tools that mask the extent of cheating.
- Two or more proven misconducts.
- Submitting fraudulent document such as medical certificates to gain unfair advantage in any class activities.
- Where at the time of the committee meeting, it was determined that the seriousness of the case is considered major.

### Minor misconduct:

- Student in their first year in the course will be considered as minor except when the misconduct relates to an examination, misrepresentation, or contract cheating.
- If the minor misconduct cannot be resolved by the academic staff, then it is referred to the Academic Integrity Committee, the committee will still consider this as minor misconduct.
- Where the percentage of plagiarism is below 50 percent and the student showed an effort to cite, paraphrase and reference.
- Student recycling previously submitted work.
- Student copying and submitting below 50 percent of another student's work or group work.
- Where at the time of the committee meeting, it was determined that the case is considered minor.

## Misconduct penalties

- **Dismiss** – there is no evidence of misconduct, and it cannot be proven. No penalty is imposed and is not recorded on student file.
- **Warning** – there is some evidence of misconduct, and the Committee believes that warning is sufficient based on balance of probabilities. This will be recorded on student register/file.
- **Exclusion or Suspension from the course** – The Academic Integrity Committee may recommend to the Dean the exclusion or suspension of a student due to the severity or frequency of misconduct. The Academic Integrity Committee will be required to submit a written recommendation or any intervention prior to applying this penalty.
- Other penalties as listed in the table below:

Current Misconduct	Previous Record of Misconduct	Penalties (Recorded on student register/file)
Minor	No	<b>Penalty Code 1:</b> Request the lecturer to mark the piece of work concerned, taking full account of the deficiencies in achieving intended

		<p>Learning Outcomes; <b>or</b></p> <p><b>Penalty Code 2:</b> Require that the student resubmit the work, in whole or in part, by a specified date, with or without imposing a maximum mark achievable; <b>or</b></p> <p><b>Penalty Code 3:</b> Award a reduction in mark of up to a specified percentage (normally 50 percent) of the mark available for that assessment item.</p>
Minor	Minor	<p><b>Penalty Code 3:</b> Award a reduction in mark of up to a specified percentage (normally 50 percent) of the mark available for that assessment item; <b>or</b></p> <p><b>Penalty Code 4:</b> Require the student to resubmit the work by a specified date. The maximum mark for the assessment will be 50% of the mark available for the assessment item; <b>or</b></p> <p><b>Penalty Code 5:</b> Require the student to undertake an additional, equivalent assessment by a specified date. The maximum mark for the equivalent assessment will be 50% of the mark available for the assessment item; <b>or</b></p> <p><b>Penalty Code 6:</b> Require the student to undertake a supplementary exam or supplementary assessment and the maximum mark allowed is 50 Pass.</p>
Minor	Major	<p><b>Penalty Code 6:</b> Require the student to undertake a supplementary exam or supplementary assessment and the maximum mark allowed is 50 Pass; <b>or</b></p> <p><b>Penalty Code 7:</b> Award zero mark for the assessment item.</p>
Major	No	<p><b>Penalty Code 4:</b> Require the student to resubmit the work by a specified date. The maximum mark for the assessment will be 50% of the mark available for the assessment item; <b>or</b></p> <p><b>Penalty Code 5:</b> Require the student to undertake an additional, equivalent assessment by a specified date. The maximum mark for the equivalent assessment will be 50% of the mark available for the assessment item; <b>or</b></p> <p><b>Penalty Code 6:</b> Require the student to undertake a supplementary exam or supplementary assessment and the maximum mark allowed is 50 Pass; <b>or</b></p> <p><b>Penalty Code 7:</b> Award zero mark for the assessment item; <b>or</b></p> <p><b>Penalty Code 8:</b> A zero mark for the subject thus a Fail grade for the subject.</p>
Major	Minor	<p><b>Penalty Code 6:</b> Require the student to undertake a supplementary exam or supplementary assessment and the maximum mark allowed is 50 Pass; <b>or</b></p> <p><b>Penalty Code 7:</b> Award zero mark for the assessment item; <b>or</b></p> <p><b>Penalty Code 8:</b> A zero mark for the subject thus a Fail grade for the subject.</p>
Major	Major	<p><b>Penalty Code 6:</b> Require the student to undertake a supplementary exam or supplementary assessment and the maximum mark allowed is 50 Pass; <b>or</b></p> <p><b>Penalty Code 7:</b> Award zero mark for the assessment item; <b>or</b></p> <p><b>Penalty Code 8:</b> A zero mark for the subject thus a Fail grade for the subject.</p>

Major	Two or more instances of Major Misconduct	<p><b>Penalty Code 9:</b> A zero mark for the subject thus a Fail grade for the subject and intervention with the Dean or Director of Learning Quality.</p> <p><b>Note:</b> The Academic Integrity Committee may recommend to the Dean the exclusion or suspension of a student due to the severity or frequency of misconducts. The Academic Integrity Committee will be required to submit a written recommendation or any intervention prior to applying this penalty.</p>
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## Appeals

A student may appeal against a decision made under this policy based on procedural fairness or procedural irregularity.

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.

## Publication

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

## Legal and Policy Framework

- [Australian Qualifications Framework \(AQF\)](#)
- [Higher Education Standards Framework \(Threshold Standards\) 2021](#)
- [Tertiary Education Quality and Standards Agency Act 2011](#)
- [Guidance Note: Academic Integrity 2019](#)
- [Good Practice Note: Addressing contract cheating to safeguard academic integrity](#)
- [Reporting a suspected academic cheating service form](#)
- [TEQSA Acts and Standards](#)
- [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 \(National Code 2018\)](#)

## Related Documents

- Academic Integrity and Student Misconduct Procedure
- Academic Grievance Handling Policy and Procedure for Students
- Whistleblower Policy and Procedure

Version/Date	Changes	Approval
V1/05.2020	New Policy	Academic Board
V2/03.2022	Integration of academic integrity and educative perspective into the policy and procedure; clearer definitions and penalties; roles and responsibilities and other TEQSA recommendations on what to include in the policy and procedures.	Academic Board