



**WENTWORTH INSTITUTE
OF HIGHER EDUCATION**
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Document: Academic Integrity and Student Misconduct Procedure

Approved by: Academic Board

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Purpose and Scope

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 procedure, together with the Academic Integrity and Student Misconduct 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 procedure 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.

This document further outlines the procedures in investigating and reporting misconduct to ensure procedural fairness is applied to all reported cases. It also provides guidance on what evidence and documentation is required for the Academic Integrity Committee to make an informed decision on the case presented.

Procedure for Subject Coordinator/Lecturer

The timeframe from the discovery of the breach of academic integrity to reporting and discussion with the student or the Registrar / Academic Integrity Committee is within five (5) working days.

For minor cases of academic integrity:

- Once a student's assessment is found to be in breach of academic integrity, the academic staff should discuss and clarify with the student the issue regarding the assessment.
- Based on academic judgement, the academic staff will determine the appropriate resolution to the minor breach of academic integrity. The student may be allowed to resubmit and refer the student to the Academic Research and Writing Support Officer for assistance.
- Leave the assessment unmarked while awaiting resubmission, if applicable. Do not mark zero or penalise the student due to an open academic integrity issue. Only the Academic Integrity Committee can award a penalty due to breach of academic integrity.
- Notify the Registrar of the minor case by emailing the following information:
 - Student Number/Name
 - Subject Code and Subject Name
 - Assessment Item (e.g. essay, report, etc)
 - Type of Misconduct (e.g. plagiarism, contract cheating, copying, etc)
 - Brief explanation: (e.g. student was asked to resubmit due to referencing issues and referred to Academic Research and Writing Support Officer to provide study skills support)

Note: There is no need to send a copy of the assignment or other document to the Registrar.

- Once the student has re-submitted the assessment, mark the assessment according to the marking criteria.
- If the minor breach of academic integrity reoccurs, the case is now considered major and will need to be escalated to Academic Integrity Committee thru the Registrar.

For major cases of academic integrity:

- Notify the Registrar of the major misconduct by providing the following:
 - Student Number/Name

- Subject Code and Subject Name
- Type of Misconduct (eg plagiarism, contract cheating, copying, etc)
- Subject outline and assessment details (e.g., essay, project, exam)
- Evidence of misconduct including Ouriginal/Turnitin reports, word document of the assessment, exam paper or quiz, etc.
- Explanation of the breach of academic integrity
- Leave the assessment unmarked.
- Notify the student that the assessment was escalated to the Registrar. For example, “... *your assessment was referred to the Registrar due to academic integrity issues. The Registrar will contact you regarding this matter...*”

Procedure for the Registrar

Collating the evidence and documentation

The timeframe of this procedure is within five (5) working days of receiving the complete allegation from the academic staff.

- Review the completeness of the evidence and documentation submitted by the academic staff. Any queries or clarification should be referred to the concerned academic staff.
- Collate other relevant information in relation to the case such as:
 - Student’s academic progression, subjects completed, if the student is graduating, and other relevant information.
 - Check any previous misconduct/s.
 - All documentation and evidence as provided by the academic staff.
- Prepare a summary of the case in a table word document for the Academic Integrity Committee.
- Check the availability of the Chair of the Academic Integrity Committee as well as the subject coordinator.
- Once availability of date and time is confirmed, notify the student, the Academic Integrity Committee, and the subject coordinator.

Notification of the Academic Integrity Committee Meeting

The timeframe for the Academic Integrity Committee to convene is within ten (10) working days from date of notifying the student.

- Notify the student via email of the scheduled committee meeting with the following information:

Dear (name of student),

You are required to attend a zoom meeting to discuss the allegation of academic integrity issues relating to:

- Subject code and name (eg. MB122 Management Skills)
- Assessment Number and Type (eg. Assessment 2 Individual Application of Theory)
- Semester/Year
- Date (eg. Wednesday 7 July 2021)
- Time
- Duration (normally 20 minutes)
- Zoom meeting link (one zoom link should be created for each misconduct case and it should be the same link provided to the Academic Integrity Committee)
- Other notes should be included in the email

- That the camera must be on during this meeting for identification purposes.
 - Confirm by return email from your WIN student email account whether you are attending or not attending the meeting.
 - If you are not attending or failed to respond to the email, the committee will proceed with the meeting and decision will be made in your absence.
 - At the meeting, you will be presented with particulars of the allegation and will be given an opportunity to respond. The meeting will be held in accordance with WIN Higher Education's Student Academic Misconduct Policy
- Notify the Academic Integrity Committee and the academic staff of the meeting via Outlook invitation with the following information:
 - Subject: Misconduct Meeting – Student Last Name, First and Student ID ##### – Subject code and name–dd-mm-yyyy– time
 - Student Details: Student Last Name, First and Student ID #####
 - Subject code and name
 - Assessment Number, Type and Percentage: (eg. Assessment 3 - Final Exam 40%)
 - Allegation: e.g.plagiarism
 - Attendees: Name of Chair, academic staff, Registrar
 - Date: (e.g.,Wednesday 7 July 2021)
 - Time: eg.10:00AM – 10:20AM
 - Duration: 20 mins
 - Zoom Meeting Link:
 - Attachments (where applicable):
 - WIN Higher Education's [Student Academic Misconduct Policy](#)
 - Turnitin, Ouriginal, Urkund submission
 - Student's original word document submission
 - Completed Exam paper
 - Copy of final exam question
 - Student Enrolment / Study Plan
 - Subject Outline

Notification of Misconduct Outcome

The timeframe for notifying the student of the outcome of the misconduct meeting is within five (5) working days.

- The student will be notified of the outcome, and it includes the following information:
 - The misconduct is proven or not proven; major or minor.
 - Whether the case is dismissed, a warning or a penalty based on the Academic Integrity and Student Misconduct Policy.
 - Any previous misconduct case.
 - Any requirements required by the Academic Integrity Committee such as meeting with Academic Research and Writing Support Officer and/or completing the academic integrity module.
 - If the student does not turn up at the misconduct meeting, it should be stated that the student was *in absentia* or did not attend.
 - That any future misconduct case will attract a serious penalty.
 - Information on Good Academic Practice.

Student appeals against the Academic Integrity Committee decision

- Student appeals should be referred to the Registrar who will then review the case.
- Appeal should be escalated to the Director- Learning Quality, Compliance and Accreditation
- Provide the Director, Learning Quality, Compliance and Accreditation with the student's appeal and all the relevant documents for review.

Maintaining Student Misconduct Register

- All findings of student academic misconduct are recorded in a Student Misconduct Register (excel spreadsheet) maintained on SharePoint.
- This register is maintained by the Registrar and can be accessed by the Dean and the Director of Learning Quality, Compliance and Accreditation. A finding is entered on the register whether or not a penalty had been awarded.
- Access to the student misconduct register is limited and records are stored confidentially.

Procedure for Academic Integrity Committee Meeting

- The Committee and the academic who reported the misconduct allegation will be provided with the relevant information by the Registrar. All documents should be read well before the commencement of the meeting.
- The Chair will open the meeting and will identify those who are present at the meeting.
- The Chair will request if all who are present agrees to recording the proceedings. Everyone will need to agree before recording the meeting.
- The Chair will explain the proceeding to the student including a brief discussion of what academic integrity is.
- At the end of the meeting, the Chair will advise the student of the next step and that outcome of the proceedings will be provided to the student by the Registrar within 5 working days.
- Once the student leaves the meeting, the Committee will then discuss and deliberate on the case and determine the outcome. It should include the following in the deliberation:
 - Outcome category 1: Proven or Not Proven.
 - Outcome category 2: Major or Minor.
 - Penalty Impose, a warning or if the case is to be dismissed.
 - Academic support required for the student to attend.

Note: The penalty imposed should be in line with the Academic Integrity and Student Misconduct Policy.

Determination by Academic Integrity Committee

In making a determination, the following may be applied:

- Any previous findings relating to a past misconduct allegation or decision should not be taken into consideration at the determination stage;
- 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.

Determining the Penalty by Academic Integrity Committee

Where a penalty is appropriate, the following should be considered when determining whether the misconduct is Proven or Not Proven, then Minor or Major (note that misconduct in any form of marked examination or contract cheating must be 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 personal health, family or other factors that contributed to the conduct;
- Matters considered relevant under the circumstances;
- Any academic support skills and/or completion of the academic integrity module.

Procedure for Student Appeal

- A student may appeal against a decision made under the Academic Integrity and Student Misconduct policy and procedure.
- 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.
- The appeal will be reviewed based on procedural fairness on the conduct of the Academic Integrity Committee when reviewing the allegation.

Publication

The Academic Integrity and Student Misconduct policy and procedure will be published on WIN Higher Education website at www.win.edu.au.

Legal and Policy Framework

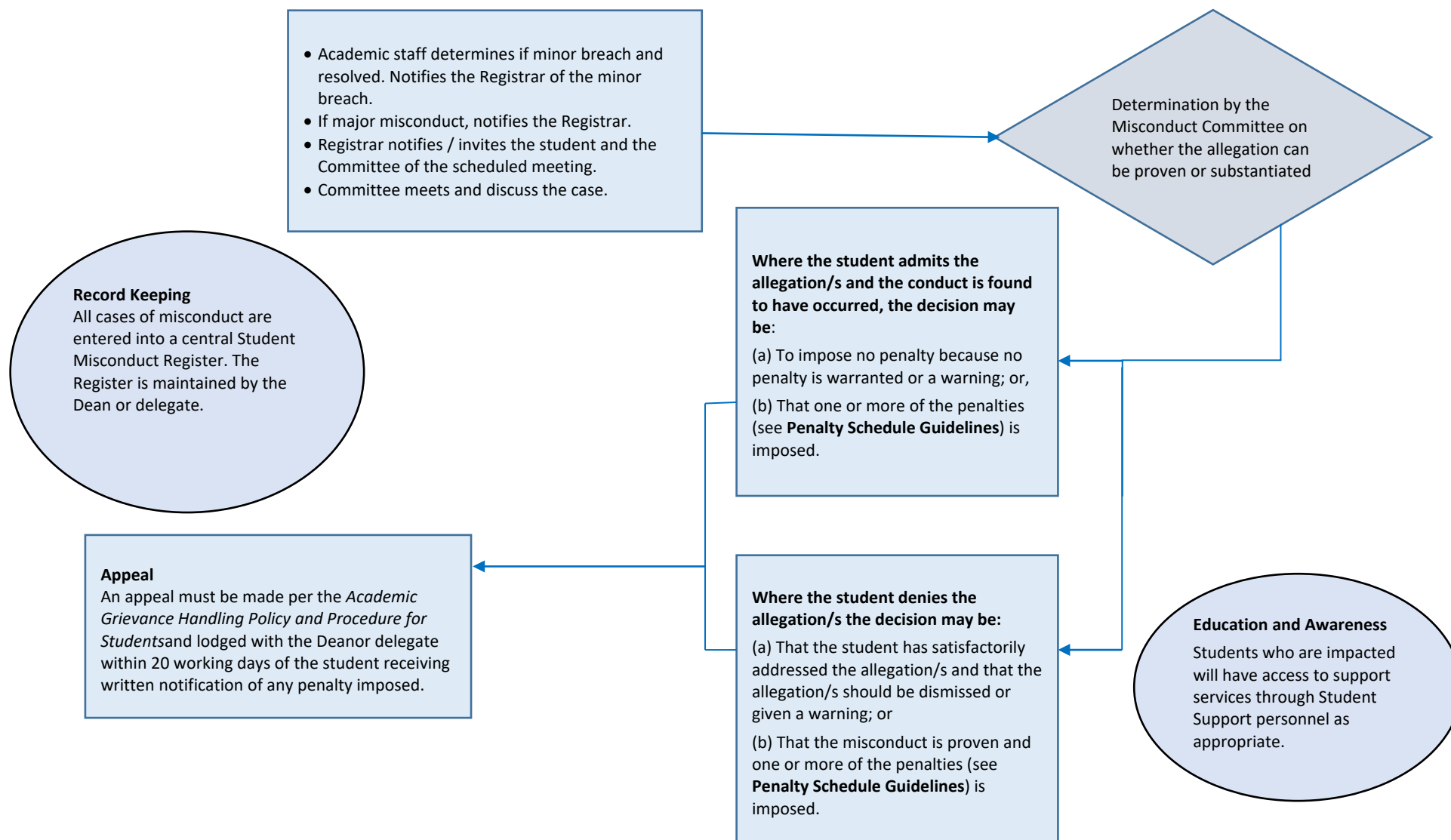
- [Australian Qualifications Framework \(AQF\)](#)
- [Higher Education Standards Framework \(Threshold Standards\) 2021](#)
- [Tertiary Education Quality and Standards Agency Act 2011](#)
- [Guidance Note: Academic Integrity 2019](#)
- [Good Practice Note: Addressing contract cheating to safeguard academic 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 Policy
- Academic Grievance Handling Policy and Procedure for Students
- Whistleblower Policy and Procedure

Version/Date	Changes	Approval
V1/05.2020		Academic Board
V2/03.2022	Separate the procedure from the policy and clearly define the procedure for the academic, Committee, Registrar, appeals and other staff involved in the proceedings.	Academic Board 04.2022

Academic Integrity and Student Misconduct Flowchart



Misconduct Reporting Form Sample

It is recommended that the misconduct report be an online submission; however, the form below is currently completed by the Registrar based on email correspondence.



Pages 1-2 To be completed by the academic staff:

Student ID:

Student Last Name:

Student First Name:

Course:

Semester/Year:

Subject Coordinator:

Subject Coord email:

Subject Code/Name:

Assessment No.:

1, 2, 3 etc

Assessment Type:

Essay, Reflective Exercise, Exam, etc

Type of Misconduct 1:

Eg plagiarism, contract cheating, copying, etc

Type of Misconduct 2:

Eg plagiarism, contract cheating, copying, etc

Type of Misconduct 3:

Eg plagiarism, contract cheating, copying, etc

Explain fully the allegation of misconduct:

Attachments where applicable:

- Turnitin / Ouriginal (upload)
- Word doc copy (upload)
- Assessment Task Specification (upload)
- Subject Outline (upload)
- Other evidence (upload)

Did you provide relevant information to students regarding academic integrity? NO / YES; if yes please provide information as to what discussion was provided to students regarding academic integrity. (for example, discussed academic integrity during class, students were asked to complete the academic integrity module, etc)

Did you find any contract cheating website or website where student may have obtained the assignment? eg UK Essay, Course Hero, etc.

Has the grade for the assessment been left unmarked?YES/NO Student assessment result must be left unmarked or leave it blank.

Has the student been informed that their assessment is being reviewed for academic integrity issue? YES/NO, If YES, please send a copy of the correspondence to the Registrar, if NO, please send... suggestion

Dear (student name)

Your assessment ## in subject (name of subject) was referred to the Registrar due to academic integrity issues. The Registrar will contact you as regards to this assessment.

Pages 3-4 To be completed by the Registrar:

State student's progression, final subjects to complete/graduating, etc:

Expandable box to fit explanation.

Previous Misconduct: No / Yes, if YES provide details:

Expandable box to fit explanation.

Student correspondence (copy paste correspondence in the box):

Expandable box to fit explanation.

Any emails from the subject coordinator sent to student and Registrar was copied into:

Expandable box to fit explanation.

Notice of allegation and meeting sent to the student:

Expandable box to fit explanation.

Other email correspondence:

Expandable box to fit explanation.

Committee Decision/Outcome:

Outcome Category 1:

Dropdown: Proven/ Not Proven

Outcome Category 2:

Dropdown: Major/ minor

Penalty 1:

Dropdown specific penalties

Penalty 2:

Dropdown specific penalties

Academic Support Required:

Dropdown: Bella Carr, Psychologist, Others

Did the student attend academic support? YES/NO

Is the zoom misconduct recorded: NO/ YES (if yes upload recording).

Outcome sent to student (copy paste into the box):

Expandable box to fit explanation.

Minutes of meeting:

Expandable box to fit explanation.

(When completed, all documents will be uploaded toSharePoint)