Objectives

To make all WCI students aware that the following academic activities are deemed by the WCI Academic Board to be acts of academic misconduct, and that any student involved in such instances of academic misconduct shall have that activity investigated and if necessary, a penalty imposed according to the WCI policies and procedures.

Guidelines

Student academic misconduct

Student academic misconduct refers to any of the following activities, actions or behaviours carried out on the WCI campus:

- Any criminal academic activity that is deemed to be unlawful in Western Australia.

- Any activity that inhibits any person in the pursuit of any academic employment duty or other lawful academic activity on the WCI campus including any person in the pursuit of appointed teaching duties, or any enrolled student in the pursuit of their academic studies.

- Any activity that disrupts or interferes with the conduct of any examinations.

- Any activity that disrupts or interferes with the conduct of any classroom or teaching activity.

- Refusing to follow or adhere to any examination regulations stated in the WCI Examination Policy.

- Any action relating to taking unauthorised material into an examination room, regardless of whether or not it is used during the examination.

- Any use of unauthorised material during an examination.

- Refusing to comply with the request of an authorised WCI examination supervisor whilst inside an examination room.
• Any acts of plagiarism as set out in the WCI Plagiarism Policy, including copying or paraphrasing sentences or paragraphs in any student work without acknowledging the source of those sentences or paragraphs.

• Copying or submitting data from a computer source without referencing the specific source of the data.

• Incorrectly representing the amount of an individual student’s contribution to a group team project, when that contribution is part of a total mark for that collaborative group project.

Lecturers must ensure that all study guides include information regarding student academic misconduct.

Submitted assignments or examination papers will not be marked whilst an incident of misconduct is being investigated.

**Administrative procedures**

• Information regarding student academic codes of conduct, academic misconduct and student appeal against an alleged incidence of misconduct will be placed on the WCI Associate Degree website and in the WCI Orientation and Course Handbooks, and will be explained to the students at the commencement of each semester by the subject lecturer.

• Students will be advised in writing of any instance of misconduct that is being investigated by means of the relevant WCI form. This form will advise students that they have the right to appeal any decision made by the relevant Disciplinary Committee in regard to an instance of academic misconduct that has been investigated.

• All incidents of student misconduct must be reported to the Manager Higher Education in the first instance, using the WCI form. The Manager Higher Education will meet with any student found to be involved in an incident of academic misconduct and ask them to write and sign their own account of the incident using the page provided on the student misconduct form. In cases where a number of students are involved in an incident of misconduct, a separate student misconduct form must be completed and signed by each individual student.

• Any student involved in an incident of student misconduct will be asked to meet with the student counsellor for advice and support. The student may decline to do so, if they wish.

• The Manager Higher Education will complete and sign the Director’s Report attached to the form and will ensure that the form is signed by all persons being involved with the incident of misconduct, including the person reporting the act of misconduct.

• The Manager Higher Education will advise the student of the subsequent actions to be taken as a result of the misconduct, and of their right to appeal against any decision made by a Disciplinary Committee, if the student can show that this decision is unfair or inequitable.

• Within two working days of the form being signed by all parties concerned, the Manager Higher Education will forward the form and Director’s Report to the Board of Examiners for its consideration and action.

• The Board of Examiners will then, if required, form a Disciplinary Committee to investigate the case, interview all parties concerned, and determine any penalty.

• The student must attend the Disciplinary Committee meeting at the appointed time to explain the reason for the misconduct. The Disciplinary Committee may also request that other relevant individuals also attend the meeting in order to provide additional information. At the completion of the hearing the student may ask questions if they wish.
• If the student declines to attend the Disciplinary Committee Meeting, the hearing shall proceed in the absence of the student.

• The relevant Disciplinary Committee will notify all parties concerned in writing within five working days of all decisions made by the Committee and any penalties that are to be imposed. Penalties can only be imposed by the Disciplinary Committee after they have investigated the nature of the misconduct.

• The Disciplinary Committee will advise the student in writing of their right to appeal against any decision made by the Committee if they wish to do so.

• Neither the student nor any other person participating in the hearing is entitled to be legally represented at the Disciplinary Committee meeting.

• The student counsellor may attend the Disciplinary Committee meeting to support the student if the student wishes.

• All reports of misconduct and any penalty imposed will be placed on the student’s file.

• All student results will be withheld whilst all matters relating to an incident of academic misconduct are being investigated.

Penalties

As a result of misconduct, the Disciplinary Committee may decide to impose any of the following penalties or actions at the conclusion of the Committee meeting:

• Dismiss the complaint of misconduct if it is deemed to be necessary.

• Issue a written warning to the student with information regarding appropriate academic conduct and refer the student to the student counsellor for further advice and personal counselling if it is deemed necessary.

• A reduction or removal of marks for any assessment that is the subject of the misconduct.

• Place an Academic Misconduct (AM) statement on the student’s academic record instead of a mark for a subject, if academic misconduct is found to have taken place. A student may formally apply in writing to have this statement removed from their transcript at the completion of their course if no further acts of misconduct have taken place.

• In serious matters of academic misconduct, the student concerned may be refused further re-enrolment in a WCI Higher Education course.

Student appeal procedure

• A student may appeal against the decision of the Disciplinary Committee by completing the appropriate WCI Student Appeal form, within five working days of being notified of the Disciplinary Committee’s decision. After considering the student’s appeal, the Appeal Committee shall give written notice to the student of the results of their appeal within five working days of a decision being made.

• Information regarding student academic codes of conduct, student academic misconduct and student appeal against an alleged incidence of misconduct, will be available for students and staff members on the WCI Higher Education website and in the WCI orientation and Course Handbooks.