

# Misconduct web form - user guide


Tuesday, 16 February 2016 1:19 PM

Go to [www.registrar.curtin.edu.au](http://www.registrar.curtin.edu.au) to access the misconduct web form from the Lodge a Misconduct case link.

## OFFICE OF THE ACADEMIC REGISTRAR

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### About the Academic Registrar


The Office of the Academic Registrar at Curtin University supports and facilitates the universities governance functions, with regard to both internal and external reporting requirements. The registrar's role spans both the academic and administrative processes whose duties and powers are set out in the University's statutes. These include but are not limited to: the promulgation, consistent application of, and compliance with, policies relating to students, student discipline and grievances, and student services.

[Contact the Academic Registrar](#)



#### Student Misconduct

Find out how we manage student behaviour and breaches of expected standards of behaviour.



#### Information for Staff

Find out how we handle Student Misconduct.

#### Related links

- [Academic Integrity site](#)
- [Lodge a Misconduct case](#)

In the announcement that appears, click on the webform link.

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### Lodging a Case

Only Misconduct Reports from the Faculty of Health Sciences are currently being accepted via the [webform](#). We expect to open this up to other areas in time for Semester 2, 2016.

For further information please contact the Office of the Academic Registrar at [SDAO@curtin.edu.au](mailto:SDAO@curtin.edu.au).

Log in using your staff credentials.

## User Login

You need to log in to access this area. Please supply your Curtin network credentials.

Curtin ID:

Password:

Login

Check your details and click the Next button.

Requester Details Case Details Student Details Study Package Details Incident Details Attach Documents

### Requester Details

Curtin ID  
[REDACTED]

First Name  
[REDACTED]

Last Name  
[REDACTED]

Phone  
08 9266 [REDACTED]

Email  
[REDACTED]@curtin.edu.au

Next

Select the misconduct type from the drop down list. Click the Next button.

Requester Details Case Details Student Details Study Package Details Incident Details Attach Documents

### Case Type

Case type  
Plagiarism - Level 1

Exit Back Next

Select the relevant radio button to indicate the number of students being reported.

### Student Details

How many students are being reported in this case?

A single student

Multiple students

For a single student, enter the student Id number and click the Validate button. The student's name will appear below. Click the Next button.

Student ID  
16003163  
Validate  
16003163 - TEST2, Student  
Exit Back Next

For multiple students, enter the Student Ids separated by a comma. Click the Validate button. The student's names will appear below.

Requester Details Case Details **Student Details** Study Package Details Incident Details Attach Documents  
**Student Details**  
How many students are being reported in this case?  
 A single student  
 Multiple students  
Student IDs  
This case will be submitted separately against each Student ID. Separate multiple students by either a comma (,) or a new line.  
16003163, [redacted], [redacted]  
Validate  
[redacted]  
[redacted]  
16003163 - TEST2, Student  
Exit Back Next

Click the Next button.

Select the unit in which the incident occurred from the drop down list. Click the Validate button. The Teaching Responsibility will appear.

**Important Note:** In some instances you may need to select the Teaching Responsibility from a drop down list.

Once validated, click the Next button.

Enter the allegation in the free text field. The allegation should be based on FACT and should not allude to any predetermination of guilt.

***Important Note:*** Text entered into this field is automatically inserted into communication with the student. Please be mindful of the language used.

Examples of appropriate allegations:

- It is alleged that you copied the work of another student during an in-class assessment for the HUMB1000 Human Structure and Function.
- It is alleged that you did not reference according to the APA 6th-ed Referencing Standards for the second assessment item in the unit HUMB1000 Human Structure and Function. Specifically, your assignment is similar in concepts and content to a pre-existing published case and portions of work were used verbatim without being correctly attributed to the original author.
- It is alleged that your final assessment for the unit HUMB1000 Human Structure and Function includes portions of work that match an assignment submitted by another student in a previous semester.
- It is alleged that large sections of an essay you wrote for unit HUMB1000 Human Structure and Function in Semester 1, 2016 are identical to work submitted for assessment by yourself in Semester 2, 2015.

Enter the location of the incident if appropriate.

**Witness details (Optional)**

Please provide the name, contact phone and email details of each witness. Separate multiple witnesses by a comma (,).

Enter any witness details. Multiple witnesses should be separated by a comma. Click the Next button.

Requester Details > Case Details > Student Details > Study Package Details > Incident Details > **Attach Documents**

**Attach Documents**

Please include documents such as:

- Statements from any relevant parties including but not limited to experts, staff, students;
- Relevant policies and procedures;
- Copies of assessment items, certificates as are relevant to the investigation; and
- Information provided to students regarding assessment items (e.g. assessment guidelines)

Please ensure that the documents you upload are named appropriately (e.g. 'Assessment item' not 'Document 1').

**Choose File** No file chosen

Add Another Document

Exit Back Submit

Upload any relevant evidence by clicking on the Choose File button. Additional documents can be included in the webform by selecting the Add Another Document button.

**Important Note:** Documents should be titled appropriately ie. 'Assessment Item' not 'Document 1'.

Click the Submit button.