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.

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

Log in using your staff credentials.
Check your details and click the Next button.

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

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

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

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.

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

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.