



ACADEMIC INTEGRITY PROCEDURE

Academic Integrity

1. Academic Integrity relates to ethical practice in all areas of academic activity and professional conduct. Academic Integrity is guided by adherence to agreed principles that ensure fairness and create an atmosphere of trust and mutual respect. It assumes a level of honesty and rigour that enables academic activities - such as research, assessment and publication - to function for the benefit of all members of LSSW and the external community.

2. LSSW seeks to foster an intellectual and ethical environment based on the principles of academic integrity. Participants who embrace academic integrity understand that there are conventions of academic practice which both display and ensure academic integrity and that they must:

- Properly acknowledge and cite all use of the words, results or ideas of others.
- Properly acknowledge all those who have contributed to a piece of work.
- Ensure that all work submitted as his or her own as part of an assessment or other academic activity is produced without the aid of impermissible materials or impermissible collaboration.
- Ensure that data and results are obtained by ethical means and reported accurately without suppressing any results inconsistent with his or her interpretation or conclusions.
- Treat all other participants in an ethical manner by neither facilitating academic dishonesty by others nor obstructing their academic progress.

It is necessary to follow these principles in order to ensure that:

- Everyone is given credit for his or her ideas, words, results, and other academic activity.
- All participant work is fairly evaluated and no participant has an inappropriate advantage over others.
- Each participant's intellectual and professional development is ensured.
- Each participant is supported towards a successful NPQ National Award. As a Licence holder we will expect participants to demonstrate the attitudes and behaviours that academic integrity demands.
- The reputation of LSSW for integrity in its delivery of NPQs is maintained and enhanced.

3. Failure to adhere to these principles leads to poor academic practice. It can also lead to a case of academic misconduct which could threaten the reputation of LSSW. Every participant therefore has a responsibility for ensuring that the highest standards of academic integrity are upheld. The sanction that will be applied where academic misconduct has been established will be that the participant will fail the course and their school notified as to the reason.

Academic Misconduct – general principles

1. LSSW is committed to safeguarding the standard and integrity of its awards by the prevention and/or detection of academic misconduct in assessed work. Accordingly, participants are expected

to display academic integrity by not acting in any way which is likely to gain unfair academic advantage in an assessment; where a participant acts in this way, an offence of academic misconduct has been committed. Any participant who breaches these regulations will be considered to have committed misconduct within the terms of these regulations, regardless of their intentions. Academic misconduct can be investigated at any time, and where it is proven after an award is made LSSW reserves the right to withdraw that award.

2. Cases of alleged academic misconduct will be dealt with without prejudice.

3. Where misconduct issues have been raised participants will be invited to attend an interview. Where attendance is not possible, then correspondence may be used in place of the interview and procedures may be modified to reflect this.

4. LSSW will determine allegations of academic misconduct on the basis of the balance of probabilities, rather than the criteria of beyond reasonable doubt which applies in a court of law.

Definitions of academic misconduct

Examples of behaviour that could be construed as academic misconduct (please note that these are not exhaustive) include:

- Plagiarism – when a participant takes and uses as his or her own, the thoughts, writing, visual material or inventions of others without proper attribution (in contravention of the Guidance on Referencing and Scholarship).
- Self-plagiarism - this involves the submission of material already prepared for one assessment task for another such task [NPQH only]. A piece of work may only be submitted for assessment once. Submitting the same piece of work twice (or a significant part thereof), will be regarded as an offence of 'self-plagiarism'. Any such work must be appropriately referenced.
- Fabrication – when a participant makes up data or other such content, manipulates content and/or tampers with documentation in order to gain an unfair academic advantage. Fabrication also occurs when a participant falsely claims to have conducted experiments, observations, interviews or any form of research which he/she has not carried out.

Allegations of academic misconduct

1 Tutors/Assessors should refer all cases of alleged misconduct for investigation to the appropriate responsible officer, which will be the Managing Director, Bob Mitchell.

Procedures

2. After interviewing the participant in person and any witnesses if appropriate, LSSW may impose any or all of the following penalties as applicable to the case:

- a formal warning as to a participant's future conduct, accompanied by such reasonable conditions as may be deemed appropriate;
- re-submission of work free of malpractice for the assessment if the incident is considered to have arisen without maliceaforthought;
- removal from the programme and a failed NPQ qualification;

3. The Managing Director will communicate his decision to the participant and their school in writing, normally within five working days of the interview; he will also copy the letter to the Chair of the Company.

4. Should the participant not respond to the request for an interview or fail to attend the interview without good reason, the Managing Director will proceed in their absence.

Right of appeal

1. At all stages of the process, a participant has the right of appeal against the decision and/or the penalty imposed on two grounds: new evidence or procedural irregularity. Any such appeal must be submitted in writing to the Chair of LSSW within ten working days of the date of the letter communicating the decision.

If valid grounds to proceed with the appeal are not found, the Chair will advise the participant accordingly.

3. If, however, it is found that there may be additional evidence that could not reasonably have been provided to the original hearing, or procedural irregularities, the Chair will pass all documentation to the LSSW's Lead Associate for re-assessment. This will always lead to an additional interview, which will not involve the participation of anyone involved in the original decision. In all such cases, the appeal process may lead to the confirmation, reduction or quashing of the penalty originally imposed, but not to an increased penalty.

4. The participant and their school will be notified in writing of the decision, normally within five working days of the hearing. The decision letter will confirm that LSSW's procedures have been exhausted. All matters of academic misconduct will be minuted at appropriate Board Meetings under 'confidential items'.