



Policy on Academic Good Practice

Purpose

The purpose of this policy is to outline the general ethical and academic standards expected of work submitted by students. It also clarifies how academic misconduct is defined, detected and penalised.

Scope

To whom does the policy apply?

Every student enrolled on a QQI programme delivered by LHP Skillnet.

Who is responsible for implementing the policy?

The **Academic Committee** is responsible for establishing the standard of what is deemed acceptable academic work. It is also responsible for deciding on disciplinary outcomes, if escalated upwards by the Network Manager.

The **Network Manager**, **tutor** and **Administrative Team** are each variously responsible for ensuring that the standard is maintained in practice.

Definitions

An 'ethical standard' relates primarily to authorial independence and honesty. An ethical standard does not measure the intellectual merit of the work, but the degree to which the work was produced as a result of the student's personal and genuine effort.

An 'academic standard' relates primarily to the student's ability to demonstrate their research and writing competencies.

'Academic good practice' refers to the submission of work which abides by both ethical and academic standards.

'Academic misconduct' is said to occur if dishonesty characterises the conditions under which work is submitted/performed, for example:

- cheating in exams,
- plagiarism,
- presenting falsified or improperly obtained data
- being assisted in the presentation of assessment tasks.

Policy Statement

Academic Good Practice

In general, students are expected to act in accordance with common social values - namely fairness, honesty and kindness - in all aspects of their engagement with LHP Skillnet.

In particular, students are expected to abide by common ethical standards in the submission of their work. This means that the student must produce work which is

a result of their own independent effort,

ready by the deadlines provided in the timetable,

written only and exclusively for the assignment submitted.

In addition, students are expected to meet the requirements of our basic academic standard. The various benchmarks we use to measure academic standards are as follows:

- Clear, concise writing
- Referencing
- Evidence of independent research
- Critical evaluation
- Awareness of class material

In order to facilitate a student abiding by our ethical and academic standards, LHP Skillnet is committed to instructing every student on the meaning and methods of academic good practice.

Detection of Academic Misconduct

LHP Skillnet is committed to detecting academic misconduct in all its forms.

Methods of detection of misconduct include (but are not limited to)

- conducting research online
- the use of text-matching software
- physical comparison of students' assignments.

In line with our Disciplinary Procedure, if evidence of academic misconduct is found to have occurred, LHP Skillnet can treat the matter informally - in the event of a first time or minor infraction - or treat the matter formally.

Where appropriate, LHP Skillnet will seek to resolve any breach of good practice without the requirement to invoke formal disciplinary proceedings

In the event that academic misconduct is alleged but not detected directly, LHP Skillnet may temporarily suspend a student if the allegation of academic misconduct implies *severe or persistent* dishonesty. In all such cases, the investigation into the incident is processed as a priority.

LHP Skillnet is not liable for any delay to programme completion as a result of where a reasonable and justifiable decision to suspend was acted on.

Penalties for Academic Misconduct

Consequences for academic misconduct are proportionate to the offence and can include:

- Verbal warning from tutor.
- Repeat assessment (50% maximum awarded irrespective of the content).
- Fail module, with an option to repeat (at cost for TNP).
- Removal from the programme.

Related Documents

Related Policies	Policy for Appeals Policy for Assessment Policy for Teaching and Learning
Related Procedures	Disciplinary Procedure Procedure for Appeal
Supporting Documents	
Referenced Documents	<i>Core Statutory Quality Assurance Guidelines (2016)</i>