



LSBF Academic Misconduct Policy and Procedure

Plagiarism occurs when a student presents another's work, either intentionally or not, as their own. Please note that all coursework should be an individual and original piece of work, created by the student as a part of their studies. Students should ensure that they read through their work prior to submission. Action will be taken where a student is suspected of having cheated or engaged in any dishonest practice. Students must not collude with or copy one another or present any information that they themselves have not generated unless this information is presented with correct referencing. Presenting a piece of work where plagiarism or collusion are present is a breach of academic integrity and a disciplinary offence. It is also unethical and can undermine the standards of the institution and the degrees it awards.

Should academic misconduct be suspected, LSBF reserves the right to further assess and investigate the work in question by any means deemed appropriate. This can include Academic Review Panels, Unfair Practice Panels, VIVA meetings, or the use of advanced plagiarism detection software. Plagiarism breaches the regulations of the institution, and any students intentionally engaging in such behaviour are deemed to have done so to gain an unfair advantage over other students. In cases of suspected plagiarism or collusion, all evidence will be gathered and thoroughly investigated by an academic panel to determine if the a breach of academic regulations has occurred.

Once a student's submission is suspected of plagiarism, the work in question will be forwarded to an academic panel for further review. The panel may require the student's presence in order to interview the student regarding their submission. The academic panel will usually take one of three forms, depending on the type of plagiarism suspected and the regulations of the academic partner institution. These three forms are outlined below.

Telephonic Unfair Practice Committee

A **telephonic Unfair Practice Committee** can be held in circumstances where the plagiarism detection software has discovered unreferenced or poorly referenced material in the student's submission. In the case of a telephonic Unfair Practice Committee, LSBF will send the student a copy of their work, including the plagiarism report, and ask them to prepare their case. The student will be called by the committee and asked to explain why there is similarity between their work and the potentially plagiarised source. The academic panel will then make a decision as to whether plagiarism is present, to what extent, and the consequences for the student.

Paper Unfair Practice Committee

A **paper Unfair Practice Committee** can be held in circumstances where the plagiarism detection software has discovered unreferenced or poorly referenced material in the student's submission. An academic panel will review the student's submission, along with the plagiarism report, and make a decision as to whether plagiarism is present, to what extent, and the consequences for the student. Should they deem it necessary, the panel may choose to reconvene with the student present in order to further assess the paper.

VIVA Interview

A **VIVA interview** can be held in circumstances where concerns have been raised regarding the authenticity of a student's work, collusion, or where there is suspicion that a third party has produced the work in question. The student will be asked to review their submission prior to the meeting. The VIVA committee will review the student's paper and ask the student questions based on the information presented in their submission to assess the knowledge they possess in comparison with the work submitted. Based on the work, and the answers provided, the VIVA panel will make a decision on whether plagiarism is present, to what extent, and the consequences for the student.

General Considerations

The presence of the student is compulsory at both the telephonic Unfair Practice Committee meeting and the VIVA interview. Should a student be unable to attend the meeting or should they not answer their telephone at the designated time, a decision will be made in the student's absence based on the acquired evidence.

The results of the academic panel can vary, but most will fall into one of the following categories:

The student is deemed not to have plagiarised.

There is no plagiarism present and the student's submission may progress as normal.

The student is deemed to have plagiarised in any of the forms detailed above.

There is plagiarism present in the student's paper. The consequences for the student will depend on the extent, type, and severity of the plagiarism found in their submission. These can include attending a referencing workshop, re-working the paper in question, or retaking the module.

The student is deemed to have engaged in a serious case of academic misconduct.

The student has been found to have engaged in serious academic misconduct and may not be granted an opportunity to retake their module or sit any further assessments, effectively ending their studies.

Students should regularly review the designated referencing system and ensure they follow the system in both coursework and examinations. Students are reminded that plagiarism is taken very seriously both by LSBF and by our academic partner institutions and can be subject to serious academic penalty.