

Learner and Staff Malpractice and Staff Maladministration Policy and Procedure

Version V3.2

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11. Purpose

The purpose of this policy is to

1. To identify and minimise the risk of malpractice by learners or staff.
2. To respond to any incident of alleged malpractice promptly and objectively.
3. To standardise and record any investigation of malpractice to ensure openness and fairness.
4. To impose appropriate penalties and/or sanctions on learners or staff where incidents (or attempted incidents) of malpractice or maladministration are proven.
5. To protect the integrity of this centre and the qualifications awarded by the centre.

2. Definitions

Abbreviations and Acronyms

UKCBC	UK College of Business and Computing
ICT	Information and Communication Technology
CEO	Chief Executive Officer

Terms

Academic integrity

Is a value that UKCBC adheres to where students are expected to be honest, fair, and responsible in the conduct of their studies following conventions of good academic writing.

Malpractice by Learners

This list is not exhaustive and other instances of malpractice may be considered by this centre at its discretion:

1. Plagiarism of any nature.
2. Collusion by working collaboratively with other learners to produce work that is submitted as individual learner work.
3. Copying (including the use of ICT to aid copying).
4. Fabrication of results or evidence.
5. False declaration of authenticity in relation to the contents of a portfolio or coursework.
6. Falsification of admission records
7. Impersonation by pretending to be someone else in order to produce the work for another or arranging for another to take one's place in an assessment/examination/test.

Plagiarism

It is the act of presenting someone else's work intentionally or recklessly without consent by incorporating their published or ideas and thoughts in ones' assignment.

Malpractice and Maladministration by Centre Staff

This list is not exhaustive and other instances of malpractice may be considered by this centre at its discretion:

1. Improper assistance to candidates.
2. Inventing or changing marks for internally assessed work (coursework or portfolio evidence) where there is insufficient evidence of the learner's achievement to justify the assessment decisions made.
3. Failure to keep learner coursework/portfolios of evidence secure.
4. Fraudulent claims for certificates.
5. Inappropriate retention of certificates.
6. Assisting learners in the production of work for assessment, where the support has the potential to influence the outcomes of assessment. For example, where the assistance involves centre staff producing work for the learner.
7. Producing falsified witness statements. For example, for evidence the learner has not generated.
8. Allowing evidence, which is known by the staff member not to be the learner's own, to be included in a learner's assignment/task/portfolio/coursework.
9. Facilitating and allowing impersonation.
10. Misusing the conditions for special learner requirements. For example, where learners are permitted support, such as an amanuensis, this is permissible up to the point where the support has the potential to influence the outcome of the assessment.
11. Falsifying records/certificates, for example by alteration, substitution, or by fraud.
12. Fraudulent certificate claims, that is claiming for a certificate prior to the learner completing all the requirements of assessment.

3. Scope

This policy applies to:

- All students at UKCBC
- UKCBC Administration and staff
- Department Programme Leaders
- Student Services

The following are affected by this policy:

- All students at UKCBC
- UKCBC Administration and staff
- Department Programme Leaders
- Student Services

The following must understand this policy:

- All students at UKCBC
- UKCBC Administration and staff
- Department Programme Leaders
- Student Services

The CEO has the ultimate executive responsibility for the effective development and implementation of this policy related to the Staff Malpractice and Academic Dean of Learner's Malpractice.

4. Policy Statement

To uphold the aims of the policy UKCBC will:

- Seek to avoid potential malpractice by using the induction period and the learner handbook to inform learners of the centre's policy on malpractice and the penalties for attempted and actual incidents of malpractice.
- Show learners the appropriate formats to record cited texts and other materials or information sources.
- Ask learners to declare that their work is their own.
- Ask learners to provide evidence that they have interpreted and synthesised appropriate information and acknowledged any sources used.
- All Employees will be notified regarding the centre's policy on malpractice during the induction process.
- Conduct an investigation in a form commensurate with the nature of the malpractice allegation. Such an investigation will be supported by the CEO of UKCBC, and all personnel linked to the allegation.
- Make the individual fully aware at the earliest opportunity of the nature of the alleged malpractice and of the possible consequences should malpractice be proven.
- Give the individual the opportunity to respond to the allegations made.
- Inform the individual of the avenues for appealing against any judgment made.
- Document all stages of any investigation.

Where malpractice or maladministration is proven, this centre will apply UKCBC sanctions

6. Procedure

The policy and its provisions will start as soon a malpractice is identified.

If learner malpractice is identified, then

- 6.1 The Lecturer will fill out the complaint form and submits the same to the Department program leader (DPL)
- 6.2. The DPL reviews the complaint and instructs the Student Service Team (SST) to send a notice to the student to join a meeting to investigate the incident and provide the minutes of the investigation after the meeting and submits it to the Chair of the Academic Integrity Committee (AIC).
- 6.3. After the investigation is done, the AIC team members convene to seek clarity and see the merits of the case based on the investigation.
- 6.4 If the complaint is valid, the Chair of the Academic Integrity Team (AIT) will determine the sanction based on the findings of the team and informs the Exam Officer
- 6.5. The Exam Officer will issue a warning letter for first time offenders or issue a letter of dismissal for repeat offenders and keeps this record to the student file. The Exam Officer will also notify this to the awarding body.

Sanctions

Malpractice Incidence	Sanction
1. Unintentional plagiarism where the learner has committed it in the draft stage of the assignment	No sanction applied. The learner instead should be given feedback and instructed to amend the assignment before final submission
2. Serious cases of plagiarism where a significant coverage of the learner's assignment is plagiarized	The assignment is not assessed with a zero mark and will advice the learner to resubmit an original work on resubmission date
3. Learner giving work to another learner	To be decided on a case-to-case basis, but the learner who with full knowledge of the risk of sharing their work to another learner and proven its guilt beyond reasonable doubt , the learner will have a reduced mark
4. Cheating during an assessment	Assignment will be marked zero. disciplinary action will be done
5. Unacceptable behaviour like impersonation of another learner in the assessment , coaching or deliberately verbalizing the answer to another learner during assessment	Assignment will be marked zero. disciplinary action will be don

If the alleged student is not happy with the decision of the committee, then he/she can appeal within 3 working days of receiving the decision by completing Appeal form and submitting to the Student Advisor for Learner Malpractice.

If the staff malpractice and mal administration is identified,

- 6.6. the complainer – Lecturer, staff, student will fill out the complaint form and submit the same to the CEO
- 6.7. The CEO appointed staff then will issue a notice to the accused staff for a meeting for the purpose of investigation and provide the minutes of the investigation and send the document to the CEO.
- 6.8. The malpractice investigation team will convene to seek clarity and see the merit of the case based on the investigation.
- 6.9. If the complaint is valid, the CEO will determine the sanction based on the findings of the team and informs the staff and report malpractice to the Awarding Body by completing relevant forms
- 6.10. The CEO will issue a warning letter for first time offenders or issues a dismissal letter for the repeat offenders and keeps this record to the student file.

In such cases, the decision of the CEO will be final. If the alleged staff in dissatisfied with the decision, the staff can appeal within three days. In such case, decision of the Managing Director will be final.

7. References

Title	Link
Student Academic Support Policy	
Appeal Policy	
Complaint form	
Academic Integrity Committee (AIC)	
Appeal form	

8. History of Versions

Version Number	Date	Link	Author	Comment or Reason for Modification
V3.2	8-Nov-21		SV	Added a separate policy of learner & staff malpractice
V3.3	Aug 2022		ST/RSS	Updating