



Malpractice and Maladministration Policy

DOCUMENT INFORMATION

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Responsible for implementation: AIC Academic Head

Responsible for review: AIC Academic Team

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Version Control

| History of amendments | Version/ pages/ section affected | Summary of changes |
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The individuals or group responsible for this document have the authority to make changes to it whenever necessary. In the event of any amendments, all relevant personnel will be duly notified.

The document can be found on the AIC website at the following link:

<https://www.aicedu.lk/academic-progression.php>

Purpose

AIC Campus considers all issues of plagiarism, malpractice and maladministration to be of a serious nature. This policy will allow both staff and students to be aware of how these issues will be dealt with.

The intention of this document is to provide a standardized approach to Malpractice and Maladministration across all learners and staff at AIC Campus.

The AIC Campus is committed to avoiding no room for malpractice or any forms of maladministration and the implementation of appropriate action in the event of such acts taking place.

AIC is committed to pursuing high standards of all interactions with appropriate allocation of resources in order to implement this Policy fully, to the best of our abilities. This Policy Statement is to be reviewed according to necessity, as well as periodically every two years.



Honorary Dean

05/09/2020

Aims

- Identify and minimize the risk of malpractice/maladministration by staff and learners.
- Enable a prompt and effective response to any incident of any alleged malpractice/maladministration.
- Standardize and record any investigation to ensure openness and fairness and alert awarding organizations when relevant.
- Decide on appropriate penalties and /or sanctions relating to learners and staff where malpractice/maladministration is proven. See appendix for sanctions.
- Protect the integrity and reputation of AIC Campus and the qualifications delivered.

Responsibilities

- AIC Campus is proactive in promoting a positive culture to enable individuals to learn responsibly, fairly and show respect for the work of others.
- It is the responsibility of all learners and staff to fully support and implement this policy.
- This policy should be actively integrated within the learners' programs of study. To ensure assessment opportunities limit malpractice opportunity and use programs materials to highlight the seriousness of malpractice and the outcomes.
- It is the learners' responsibility to ensure the submitted work is their own and fully acknowledges the sources of information used. It is the learners' responsibility to declare their own work and ensure they do not embark on any form of cheating or other ways to gain an unfair advantage.
- It is the assessor's responsibility to ensure the submitted work is the actual work of the learner. It is the assessor's role to be vigilant for malpractice and maladministration and to highlight to their Internal Quality Assurer (IQA) when these occur.
- The Internal Quality Assurer (IQA) is responsible for checking learner work and bringing to the attention of the Lead for that area in any instances of suspected malpractice or maladministration. The Head of Quality Improvement shall also be informed.
- Head of Quality Improvement is responsible for any investigation into allegations of malpractice and maladministration.
- The Quality coordinator (QC) is responsible for informing the awarding organizations of all acts of suspected malpractice and maladministration that warrant an investigation into the allegation, as requested by the Head of Quality Improvement.

Malpractice

Malpractice covers any deliberate actions, neglect, default or other practice that comprises the integrity of the qualification/certificate. This could include (but is not limited to) the following: Learner malpractice

1. Cheating is any irregular behavior during examinations, such as: Unauthorized possession of notes, communicating with, or copying from another candidate, Using programmable calculators, mobile phones, pagers or other equipment when this has been forbidden or Unauthorized obtaining of examination papers.
2. Plagiarism is the passing off of another person's thoughts, ideas, writings or images as one's own such as: The inclusion of quotations from published works, the source of which is not properly acknowledged, summarising another person's published material by simply changing words or altering the order of presentation, without proper acknowledgement, Copying the work of another student with or without that student's knowledge or agreement. In the former case, both parties are guilty of plagiarism.
3. Collusion includes situations such as: student completes work in collaboration with another person and then submits for assessment as entirely his/her own work, A student collaborates with another person to complete work which is then submitted for assessment as entirely that other persons work.
4. Impersonation where a learner pretends to be someone else.
5. False declaration of authenticity in relation to a learner's portfolio or coursework.
6. Misleading material that includes presenting data which has been invented or obtained by unfair means and/or re-submission in whole or in part, without proper acknowledgement, of any work for which the student has already gained credit as part of the same or another award. Staff Malpractice
7. Improper assistance to learners (dictating answers/offering the correct answers during assessment).
8. Misuse of assessments (inappropriate adjustments to assessments, repeated assessments against requirements).

9. Failure to meet the awarding body requirements for accurate and safe retention of learner documentation (assessments, IV documentation).
10. Falsification of records in order to claim certification.
11. Impersonation of a Learner. Centre Malpractice
12. Any act which breaks the confidentiality of question papers or materials.
13. Any act which breaks the confidentiality of the learners.
14. Failure by the Centre to notify, investigate and report to the respective awarding organizations of any allegations of suspected malpractice.
15. Failure of Centre not having due process to identify and act up cases of malpractice and maladministration.

Maladministration

Maladministration is defined as any activity, neglect, default or other practice that results in non-compliance of specified requirements and regulations for delivery of the qualification set out by the awarding organization. This could include (but is not limited to) the following:

1. Continual failure to adhere to learner registration and certification procedures.
2. Continual failure to adhere to center recognition/qualification requirements, and/or associates assigned to the course.
3. Continual late learner registration.
4. Inaccurate claim for certification.
5. Failure to maintain appropriate auditable records – e.g. certificate claim and/or forgery of evidence.
6. Withholding or delaying of information by deliberate acts or omission required by awarding organization.
7. Inappropriate administration arrangements and/or records.