



Malpractice and Plagiarism Policy

Policy on Misconduct and Unethical Behavior

This policy outlines what constitutes misconduct and unethical behavior (malpractice) within the institution, applicable to both staff and learners.

Definition of Malpractice and Unethical Behavior

Malpractice refers to any actions or behaviors that undermine the integrity of the academic process. This can include, but is not limited to:

- **For Learners:** Cheating on assessments, falsifying academic records, submitting someone else's work as their own, or any other activity that compromises the integrity of their academic standing.
- **For Staff:** Manipulation of academic records, giving unfair advantages, breaching confidentiality, or misrepresenting academic achievements.

Investigative Process and Timeline

- **Step 1:** A formal investigation will be launched within 2 working days of the concern being raised.
- **Step 2:** The investigation process will include gathering relevant evidence and speaking with the parties involved.
- **Step 3:** The investigation should be completed within 5 working days, with a report provided to all relevant stakeholders.

Reporting Concerns

Anyone suspecting malpractice can report the concern using the following channels:

- **Direct Report:** Report to your immediate supervisor, manager, or designated person.
- **Whistleblowing:** If you are not comfortable with direct reporting, you may use our confidential whistleblowing service to raise concerns anonymously.

Consequences of Malpractice

Those found guilty of malpractice may face the following consequences:

- **For Learners:** A range of penalties including academic probation, revocation of grades, or exclusion from the institution.
- **For employees:** Disciplinary actions that may include suspension or termination of employment depending on the seriousness of illegality.

Policy on Plagiarism and Unoriginal Work

This policy sets forth expectations around plagiarism and the use of unoriginal work. It applies to both staff and learners and outlines procedures and consequences in cases of plagiarism.

Defining Plagiarism and Unoriginal Work

Plagiarism refers to using someone else's ideas, work, or intellectual property without proper acknowledgment or permission. This includes:

- **For Learners:** Copying or paraphrasing from external sources without proper citation or submitting work that was created by another person as their own.
- **For Staff:** Failing to properly credit external sources, copying academic materials or research without citation, or using others' work without approval.

In addition, this policy now explicitly addresses the use of AI tools in assessments:

- The use of **AI-generated content** for assignments or assessments without proper attribution will be considered a form of plagiarism.

Steps and Timelines for Investigating Plagiarism

- **Step 1:** A concern regarding plagiarism will be investigated within 2 working days of being reported.
- **Step 2:** The investigation will involve collecting and reviewing the submitted work, referencing sources, and interviewing the individual(s) involved.
- **Step 3:** The investigation will conclude within 5 working days, and the findings will be shared with relevant parties.

Raising a Concern

Concerns about plagiarism can be reported through the following channels:

- **Formal Reporting:** Individuals should notify their tutor, academic advisor, or the relevant department.
- **Whistleblower System:** Those wishing to remain anonymous can use the institution's whistleblowing platform.

Possible Repercussions for Plagiarism

The following actions may be taken if an individual is found guilty of plagiarism:

- **For Learners:** Penalties may range from a warning, resubmission of work, failure of the assignment, or in serious cases, expulsion.
- **For Staff:** Disciplinary procedures may include a formal warning, suspension, or dismissal based on the severity of the offense.