

# Policy and Procedure

**European College of Polytechnics**



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# European College of Polytechnics

## Malpractice and Maladministration Policy

### I. Purpose of the Policy

- (1) The European College of Polytechnics (ECP) aims to pre-empt and mitigate the effects of malpractice and maladministration to prevent disadvantage to learners, avoid exhaustive investigations, and protect the college's reputation. This policy is designed for pre-emptive action against such incidents and ensures prompt, thorough resolution when they occur.

### II. Policy Scope

- (2) Applicable to all forms of assessments and their reporting at ECP, this policy mandates all college staff to actively prevent and report any incidents or risks of malpractice and maladministration to the Quality Nominee. The responsibility extends to ensuring that the Quality Nominee informs relevant awarding bodies of any incidents to facilitate corrective action.
- (3) The policy focuses on reducing malpractice and maladministration risks, promoting fairness and consistency in dealing with incidents, and safeguarding the integrity of ECP and its qualifications. It commits to impartial investigations, appropriate sanctioning of proven incidents, and the maintenance of ECP's standards.

### III. Defining Malpractice

- (4) Malpractice is identified as any deliberate or negligent action that compromises the integrity of the assessment process. Examples include, but are not limited to, plagiarism, collusion, unauthorised material possession during exams, and fabrication of results. Staff malpractice encompasses undue assistance to learners, unauthorised mark alterations, and insecure storage of coursework.

### IV. Defining Maladministration

- (5) Maladministration refers to actions or neglect leading to non-compliance with qualification delivery requirements as specified by awarding organizations. It includes errors and oversights affecting the administration of qualifications.

### V. Roles and Responsibilities

- (6) The leadership division ensures that academic integrity is central to the ECP's ethos.
- (7) The academic division is responsible for reporting incidents to leadership division as well as the awarding bodies.

- (8) Teaching staff are tasked with educating learners on malpractice risks and maintaining academic standards.
- (9) Internal verifiers conduct malpractice checks as part of their verification work.
- (10) Heads of academic division manage investigations and report on academic misconduct.
- (11) Students at the European College of Polytechnics are required to submit work (document, design, assignment, project report, dissertation etc.) that is original and adheres to the integrity standards outlined in the policies of both ECP and its awarding partners. Students receive clear guidelines on avoiding plagiarism to ensure that all submissions are authentic. Additionally, guidelines on the ethical use of artificial intelligence are provided to promote responsible use in academic contexts.

#### VI. Investigation Process

- (12) Investigations into malpractice and maladministration are conducted confidentially and impartially, respecting the rights of the individuals involved. The process involves secure evidence retention, fair assessment of incidents, and the formulation of action plans to address and rectify identified issues.