

MALPRACTICE POLICY

Contents

Policy

- 1:** Scope of Policy
- 2:** Aim of the policy
- 3:** Definitions of Malpractice
- 4:** Examples of Malpractice
- 5:** Definition of Maladministration
- 6:** Examples of Maladministration
- 7:** Dealing with Malpractice or Maladministration
- 8:** Academic Malpractice
- 9:** Copies of policy
- 10:** Monitoring and review

MALPRACTICE Policy

1. Scope of the policy

This policy sets out how “Mylandijos Verslo Institutas” addresses any issues regarding malpractice. This policy applies to all staff, partners and students at “Mylandijos Verslo Institutas”.

2. Aim of the policy

- To identify and minimise the risk of malpractice by staff or learners
- To respond to any incident of alleged malpractice promptly and objectively
- To record any investigation of malpractice to ensure openness and fairness
- To impose appropriate penalties and/or sanctions on learners or staff where incidents (or attempted incidents) of malpractice are proven
- To protect the integrity of “Mylandijos Verslo Institutas” and its qualifications.

3. Definitions of Malpractice

For the purposes of this policy ‘Malpractice’ is defined as

“Any deliberate activity, neglect, default or other practice that compromises the integrity of the assessment process and/or the validity of certificates”

For the purposes of this policy it also includes some forms of misconduct and forms of unnecessary discrimination or bias towards certain groups or groups of learners.

Malpractice may include a range of issues from failure to maintain appropriate records or systems to the deliberate falsification of records in order to claim certificates

4. Examples of Malpractice

Examples of actions that may constitute malpractice are listed below. These are exemplars and “Mylandijos Verslo Institutas” reserves the right to consider as malpractice other actions not listed but falling under the general definition of malpractice.

- plagiarism of any nature
- collusion with others
- copying (including the use of ICT to aid copying)
- deliberate destruction of another’s work
- false declaration of authenticity in relation to the contents of a portfolio or coursework
- impersonation

5. Definition of Maladministration

For the purposes of this policy this is defined as:

‘any activity, neglect, default or other practice that results in the “Mylandijos Verslo Institutas” or candidate not complying with the specified requirements for delivery of the qualifications as set out in the relevant regulatory and awarding organisation requirements’.

For the purposes of this policy it also includes persistent mistakes or poor administration within a centre

6. Examples of Maladministration

Examples of actions that may constitute maladministration are listed below. These are exemplars and “Mylandijos Verslo Institutas” reserves the right to consider as maladministration other actions not listed but falling under the general definition of maladministration.

- Delay in issuing certificates
- Failure to provide information when reasonably requested to do so
- Inadequate record-keeping for example in relation to assessment of learners
- Failure to investigate
- Misleading or inaccurate statements

7. Dealing with Malpractice or Maladministration

In accordance with the requirements of the regulatory authority, all allegations of malpractice or maladministration must be investigated. The nature of the investigation, and of the actions taken if malpractice or maladministration is proven, will be commensurate with the nature and the gravity of the malpractice or maladministration. “Mylandijos Verslo Institutas” regards all allegations and suspicions of malpractice or maladministration as potentially serious issues, and as such all must be investigated and recorded formally, no matter how trivial they may at first appear.

8. Academic Malpractice

This section identifies the steps that “Mylandijos Verslo Institutas” will take in detecting and dealing with academic malpractice.

Definition:

Academic malpractice is any activity – intentional or otherwise - that is likely to undermine the integrity essential to scholarship and research. It includes;

- plagiarism,
- collusion,
- fabrication or falsification of results,
- anything else that could result in unearned or undeserved credit for those committing it.

Academic malpractice can result from a deliberate act of cheating or may be committed unintentionally. Whether intended or not, all incidents of academic malpractice will be treated seriously by “Mylandijos Verslo Institutas”

Safeguards:

- Wherever practicable assessment tasks and topics will vary from year to year.
- Assessment will focus on demonstration of the understanding of knowledge rather than the relatively straightforward repetition of such knowledge.
- Students will be asked to submit a draft or outline of major pieces of work; this allows useful formative feedback, affords you the opportunity to spot possible plagiarism, and helps to combat plagiarism from the Web.
- All assignments issued to Distance Learning students will require that they sign a declaration that it is the student’s own work. This will be countersigned by a designated Mentor using **Form SAF**.
- Wherever practicable assignments will be submitted for electronic scrutiny using the plagiarism detection systems (usually ‘Turnitin’) to check for passages found elsewhere on the web, in books and journals or in work submitted previously. “Mylandijos Verslo Institutas” will inform students of this procedure as required.
- “Mylandijos Verslo Institutas” will give students clear guidance on the appropriate styles of referencing, the need for bibliographies and their layout, etc.
- Students working in groups or teams will be given specific guidance on how assignments arising from their legitimate collaboration are to be assessed and to what extent ‘shared’ material may be appropriate in individual assignments submitted for assessment.
- A single instance of the copying or close paraphrasing of two or three sentences of perhaps no more than 50 words in total of someone else's material, without direct acknowledgement, or the reproduction of a single unacknowledged diagram should not necessarily be regarded as plagiarism. These might better be described as ‘poor academic practice’, rather than malpractice. In such cases, students should be informed why they fall below the standards required, and should then be penalized accordingly through appropriate assessment criteria, which explicitly mention the need for the use of quotation marks, referencing and the provision of a full bibliography.

- Before reporting suspected instances of collusion, “Mylandijos Verslo Institutas” will check with the students concerned, at the earliest opportunity, that they have properly understood what is required of them in terms of the submission or presentation of assignments. In cases where misunderstandings have apparently occurred, a request for resubmission or re-presentation would probably be the most appropriate form of action.
- “Mylandijos Verslo Institutas” appreciate that international students, who come from different academic cultures that may have different practices and expectations, should be treated with special consideration. Appropriate induction arrangements will be put in place for in order to clarify the conventions that are considered important within the European Union and it's educational system of HE, but once these conventions have been shared with these groups of students, they will be enforced in the same way as with all other students.

9. Copies of the policy

Copies of the policy can be downloaded from “Mylandijos Verslo Institutas” website.

10. Monitoring and Review

An annual report on any cases of malpractice or maladministration including those found not proven will be made to the college Management Board.

“Mylandijos Verslo Institutas” will review this policy annually as part of its annual self-evaluation arrangements, “Mylandijos Verslo Institutas” will take into account the operation of the policy in the previous time period, feedback from stakeholders, or changes brought about by external agencies and regulatory authorities. The review will ensure that procedures continue to be consistent with the Ofqual Conditions of Recognition and are applied properly and fairly in arriving at judgements.