



MALPRACTICE AND MALADMINISTRATION POLICY

Asian College of Teachers takes the issues of plagiarism, malpractice and maladministration seriously. This policy is created to make both the staff and the students aware of the handling of these issues.

1 PURPOSE

The purpose of this policy is to provide a standardised approach to malpractice and maladministration applicable for all staff and students at Asian College of Teachers.

2 AIMS

The aims of this policy are

- to identify and minimise the risk of the malpractice/maladministration by staff and students.
- provide a prompt response to any incident related to malpractice/maladministration.
- to keep record of any investigation to ensure openness and fairness to all involved with the incident
- to fix appropriate penalties and /or sanctions relating to staff and students if anything related to malpractice/maladministration is proven.

- to protect the integrity and reputation of Asian College of Teachers and the courses and services offered.

3 Our Policy on Maladministration

Maladministration is defined as an administrative action that is unlawful, arbitrary and unjust or taken for an improper purpose and which substantially and adversely affects someone's interest. This may include:

Bias

Neglect

Incompetence

Rudeness

Refusal to answer reasonable questions

Providing advice which is misleading or inadequate

Failing to monitor compliance with adequate procedures

4 Our Policy on Malpractice

The policies hereby given, are aimed at our students, who are registered on Asian College of Teachers' (ACT) programs or courses and involved in suspected or actual

malpractice. These have been developed for our students to ensure they are aware of all malpractice rules and procedures. It lays down the steps for our institution and students who need to follow when reporting suspected or actual cases of malpractice.

5 Terminology - Malpractice

For clarity, malpractice is deemed to be those deliberate actions and practices that threaten the integrity of any Asian College of Teachers (ACT) qualification, or threaten the reputation of Asian College of Teachers (ACT).

6 Staff Malpractice

Staff malpractice are those deliberate or neglectful acts which undermine the integrity and credibility of the institution and authority of those responsible for conducting academic and administrative processes.

This may include:

Failure to adhere to the rules and regulations of the institution

Actions required by an external auditor not being met within given timeline

Failure to carry out delivery and assessment in accordance with course requirements

Failure to adhere to course delivery and certification procedures

Issuing fraudulent certificates

Forgery of evidence

Breach of confidentiality

Improper storage of assessment materials

7 Learner Malpractice

Learner malpractice is any learner activity which has the possibility to undermine the integrity and validity of the learner's work amounting to plagiarism, collusion, cheating, etc.

Malpractice by Learners which will be considered by Asian College of Teachers:

- any kind of plagiarism
- collaborative work with other learners to be submitted as individual learner work
- copying (content directly from the websites)
- deliberate destruction of another's work
- fabrication of results or evidence
- false declaration of authenticity regarding coursework
- pretending to be someone else and producing the work for another taking one's place in an assessment/examination/test
- inappropriate behaviour during an internal assessment
- inclusion of inappropriate, offensive, discriminatory or obscene material in course assignments
- frivolous content - submitting content that is unrelated to the coursework