

# Malpractice and Maladministration Policy

## Scope and Purpose of Policy

This Policy sets out the quality management process to ensure that any suspected or alleged instances of malpractice or maladministration are investigated rigorously and effectively and comply with the 'General Conditions of Recognition'

## Policy Statements

This policy aims to:

- ensure that any investigation is conducted fairly and by persons who are competent and have no personal interest in the outcome;
- ensure the consistency of any investigation across the College;
- ensure that any investigation is conducted in a timely manner;
- ensure that any suspected or alleged instance of malpractice is reported to regulators and awarding organisations in accordance with 'General Conditions of Recognition';
- ensure that the College co-operates with any regulator or awarding body as part of an investigation into suspected or alleged malpractice;
- ensure any individuals are informed of the procedures any investigation will follow and the possible consequences, should malpractice be proven;
- ensure there is a clear reporting process in place to inform all relevant parties of the outcome of any investigation of suspected or alleged malpractice.

<b>Revision No:</b>	Rev 1
<b>Last Revision Date:</b>	7/02/18
<b>Next Revision Date:</b>	15/4/19

## Equality and Diversity Statement

In accordance with College procedures, an Equality Impact Assessment is currently being undertaken for this Policy.

## Health and Safety Implications

There are no Health and Safety implications for this policy.

## Linked Policies

Quality Policy  
Complaints and Compliments Policy  
E&D Policy  
Plagiarism Policy  
Whistleblowing Policy

## Linked Procedures

Complaints Procedure  
IQA Procedure  
Whistleblowing Procedure

## Location and Access to the Policy

This policy is available from the staff intranet and may be out of date if printed.

**Date approved:** 15/4/16  

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**Approved by:** QSB  

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**Review date:** 15/4/19  

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**Responsible Manager:** Dean of Quality Improvement  

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**Executive Lead:** Deputy Principal  

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**Accessible to Students:** : Yes  

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