Starliks Campus – Malpractice Policy

Version: 1.0 | Effective Date: 01.04.2024

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1. Purpose

The purpose of this policy is to prevent, detect, and respond to any incidents of malpractice in relation to assessment, teaching, or the administration of qualifications at Starliks Campus. The policy ensures academic integrity and compliance with awarding body regulations.

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2. Scope

This policy applies to:

- All learners enrolled at Starliks Campus
- All teaching, assessing, administrative, and support staff
- External contractors or partners involved in assessment or training delivery

It covers both **learner malpractice** and **staff malpractice**.

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3. Definition of Malpractice

Malpractice refers to any action or behavior which undermines the integrity and credibility of academic assessment and qualification delivery. It includes (but is not limited to):

3.1 Learner Malpractice

- Plagiarism – copying others' work without proper referencing
- Collusion – working with others when independent work is required
- Impersonation – arranging for someone else to complete an assessment
- Submission of purchased or commissioned work
- Cheating in assessments or exams
- Fabricating research or practical evidence

3.2 Staff Malpractice

- Breach of assessment guidelines or awarding body rules
- Improper assistance to learners during assessment
- Falsifying learner marks, records, or results
- Failing to report suspected learner malpractice
- Undue delay in submitting assessments or results
- Improper invigilation of assessments or exams

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4. Prevention Measures

- Learners are informed about academic integrity and malpractice through induction and handbooks
- All assessments must include originality checks
- Online assessments may be monitored using secure systems and/or live proctoring
- Staff are trained regularly on assessment standards and compliance requirements

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5. Reporting Suspected Malpractice

Any suspected malpractice should be reported immediately to the **Director** at:
managingdirector@starliks.com

The report should include:

- Name(s) of the person(s) involved
- Description of the alleged malpractice
- Supporting evidence (screenshots, documents, reports, etc.)

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6. Investigation Process

Once reported:

1. An internal investigation panel is formed by the Director
2. Relevant parties are informed and may be asked to provide written statements
3. All evidence is reviewed objectively and confidentially
4. A decision is made within 10 working days wherever possible

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7. Outcomes and Penalties

If malpractice is proven, the following actions may be taken:

For Learners:

- Formal written warning
- Marks disqualified or assessment retake required
- Disqualification from the programme in severe cases
- Notification to the awarding body (e.g., ABE, EduQual, Othm, Qulalifi)

For Staff:

- Formal warning or disciplinary action
- Removal from assessment responsibilities
- Reporting to awarding body or professional conduct body

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8. Appeals

If any party disagrees with the outcome, they may appeal following the **Appeals Policy** within 7 working days of the decision.

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9. Record Keeping

All records of malpractice cases are securely stored by the Academic Office for a minimum of 3 years and may be made available to awarding bodies upon request.

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10. Review and Monitoring

This policy will be reviewed annually or earlier if prompted by regulatory changes or internal audit findings. Updates will be communicated through internal emails, staff briefings, and learner portals.

Approved by:
Managing Director
Starliks Campus
Managingdirector@starliks.com

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