



Cosmoarabism College - UK
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Date: 14 Nov. 2025

MALPRACTICE POLICY

1. Introduction

Cosmoarabism College - UK is committed to maintaining the highest standards of academic integrity. This Malpractice Policy provides guidance on preventing, detecting, and responding to academic malpractice and maladministration in assessments, teaching, and operational activities.

2. Purpose

The objectives of this policy are to:

- Safeguard the credibility and validity of qualifications awarded by the College.
 - Ensure fair and consistent treatment of all learners and staff.
 - Define what constitutes malpractice and maladministration with clear examples.
 - Outline procedures for reporting, investigating, and resolving suspected breaches.
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3. Scope

This policy applies to:

- All learners, academic staff, administrative staff, and contractors.
 - All internal and external assessments, including coursework, examinations, and practical assessments.
 - Both intentional and unintentional breaches of academic regulations.
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4. Definitions

Malpractice may include, but is not limited to:

- **Plagiarism** – presenting someone else's work as your own.

- **Collusion** – unauthorised collaboration with others.
- **Impersonation** – undertaking an assessment on behalf of another individual.
- Use of unauthorised materials or aids during assessments.
- Fabrication, falsification, or alteration of results, data, or evidence.

Maladministration includes:

- Incorrect or inconsistent application of assessment procedures.
 - Poor record-keeping or documentation.
 - Inadequate invigilation or supervision of assessments.
 - Delays in reporting incidents or submitting required documentation.
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5. Roles and Responsibilities

Principal:

- Ensures institutional compliance and enforcement of sanctions.

Quality Assurance Manager (QA Manager):

- Acts as the central point of contact for all malpractice allegations.
- Coordinates investigations and maintains secure documentation.
- Liaises with awarding organisations, regulators, and relevant authorities.

Examinations Officer:

- Reports incidents detected during examinations.
- Provides examination logs, attendance records, and other supporting evidence for investigations.

Tutors and Assessors:

- Identify potential malpractice during assessments.
- Raise concerns promptly with the QA Manager.

Learners:

- Must act honestly and transparently in all assessments.
 - Report suspected malpractice if observed.
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6. Prevention Strategies

- Communicate academic integrity expectations clearly during learner induction.
 - Use plagiarism detection software for written submissions.
 - Ensure proper invigilation and verification of learner identity.
 - Provide staff training on malpractice detection, prevention, and procedures.
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7. Reporting Malpractice

- Suspected malpractice must be reported using the **Malpractice Referral Form**.
 - Reports are submitted to the QA Manager within **48 hours** of detection.
 - Anonymous reports may be investigated if credible and supported by evidence.
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8. Investigation Process

- Initial screening determines whether a formal investigation is required.
 - All parties involved submit statements and relevant evidence.
 - An investigation panel, led by the QA Manager, reviews evidence and determines outcomes.
 - Sanctions are proportional to the severity and intent of the breach.
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9. Sanctions

For Learners:

- Formal warning or academic counselling.
- Disqualification from the affected assessment.
- Withdrawal from the course in severe cases.

For Staff:

- Additional training or supervision measures.
 - Disciplinary action in cases of serious misconduct.
 - Referral to professional bodies where appropriate.
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10. Appeals

- Individuals may appeal to the outcomes via the **College Appeals Procedure**.
 - Appeals must be submitted in writing within **5 working days** of the decision.
 - An independent panel re-evaluates the case and issues a final decision.
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11. Record Keeping

- All documentation is retained securely for a minimum of **five years**.
 - The QA Manager maintains a central register of malpractice cases, actions taken, and outcomes.
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12. Monitoring and Review

- Annual analysis of malpractice trends and incidents informs improvements to policy and procedures.
 - The QA Manager and Principal ensure lessons learned are incorporated into operational and academic practices.
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Approved by:

Director General, **Cosmoarabism College - UK**

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