

# Staff Academic Malpractice Policy

## **Document Summary**

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## **Staff Academic Malpractice Policy**

### **1. Introduction & Guiding Principles**

This policy outlines the procedures for addressing and investigating all forms of academic malpractice by staff. Its purpose is to uphold the integrity and credibility of all academic awards, in line with the Office for Students (OfS) Condition of Registration B4 and the Quality Assurance Agency (QAA) Quality Code. The policy applies to all staff involved in the assessment and administration of qualifications at The City College.

### **2. Examples of Malpractice**

Academic malpractice is strictly prohibited. The following are examples of malpractice, although this list is not exhaustive:

- Improper assistance to students: Providing help that could improperly influence assessment outcomes, such as producing work for a student or providing undue assistance during an assessment.
- Fabrication of evidence: Inventing or changing marks, creating falsified witness statements, or allowing unverified evidence to be submitted as a student's own work.
- Security breaches: Failing to keep student coursework or portfolios secure and confidential.
- Fraudulent claims: Submitting fraudulent claims for certificates or improperly retaining them.
- Misuse of special conditions: Improperly applying special student requirements, such as allowing unauthorized assistance that has the potential to influence assessment outcomes.
- Misconduct and relationships: Entering into inappropriate personal relationships with students, engaging in sexual misconduct, harassment, or bullying. Allegations of this nature will be investigated under both this policy and the Safeguarding Policy. The college's primary duty is to the safety of its students.

### **3. Staff Malpractice Procedure**

All allegations will be treated seriously and investigated with fairness and due process. The investigation will be coordinated by a designated officer.

The investigation will commence within 10 working days of the allegation being made.

The investigation will establish the full facts, including interviewing the staff member and any witnesses.

The staff member will be:

- Informed in writing of the allegation and the evidence against them.
- Given the opportunity to respond in writing and seek advice.
- Informed of the possible consequences if malpractice is proven.
- Informed of their right to appeal.
- Information relating to serious cases of malpractice will be shared with the relevant awarding body (Pearson or BAAB), Ofqual, the police, and/or professional bodies. The college's priority is to protect students and ensure the integrity of academic awards.

If a staff member's malpractice results in a student submitting work that is not their own, the student's work may be invalidated, and the awarding body may not be able to issue a result. The college will take all necessary steps to mitigate the impact on the student.

#### **4. Sanctions and Appeals**

Where a member of staff is found to be in breach of this policy, sanctions will be applied, which may include:

- Written warning
- Mandatory training or mentoring
- Suspension from involvement in assessments
- Dismissal for gross professional misconduct

A staff member may appeal any sanction imposed using the the College's Staff Disciplinary Procedure in the Staff handbook.

The final external appeal for an employment-related matter lies with a relevant employment tribunal, not the OIA, which is reserved for student complaints.