



## Policies and Procedures

Operations Department

### **Malpractice and Maladministration Policy and Procedure**

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# Malpractice and Maladministration Policy and Procedure

## 1. Purpose and Scope

This policy has been developed for all staff, to clearly outline their obligations and responsibilities in ensuring that all qualifications awarded by the school are fair, valid and reliable. This includes programmes developed internally, as well as those delivered on behalf of partner institutions. This guarantees the continued integrity of Future Focus Ltd., its partner organisations, and the programmes available for study. This policy will provide an overview of malpractice and maladministration, as well as how these will be managed. The policy applies to all staff of Future Focus Ltd., including lecturers.

## 2. Policy

Future Focus Ltd. are committed to providing the highest quality programmes to all students who choose to study with us. Future Focus Ltd. is subject to local regulations and legislation in Malta, chiefly the Malta Further and Higher Education Authority (MFHEA), as well as the policies and standards of awarding institutions. Future Focus Ltd. is also committed to fairness and equity for all students in their assessment and the awarding of their qualifications. As such, it is essential that all staff understand their obligations to fulfilling these requirements, as well as what may constitute malpractice or maladministration.

### 3. Definitions

**Malpractice:** Malpractice refers to any intentional act that intends to compromise the process, integrity or validity or any student assessment or qualification, including both successful and unsuccessful attempts. This includes intentional breaches of regulations legislation, or applicable policies. An act that intentionally damages the credibility or reputation of Future Focus Ltd. or one of the partner awarding institutions may also constitute malpractice.

**Maladministration:** Maladministration is defined as any act that results in a breach of regulations, legislation or policy, or any other instance of non-compliance, which is the result of poor administration or unintentional mismanagement, or persistent errors.

While maladministration is the result of mistakes or mismanagement, malpractice is the intentional attempt to compromise the fairness and equity of the assessment or qualification process. The following is a non-exhaustive list of examples of malpractice:

- Improperly assisting students in producing work for assessment
- Awarding marks without sufficient evidence of the student achieving the requisite criteria
- Altering marking schemes without authorisation from the awarding or accrediting body
- Altering or falsifying records, assessment items, or certificates
- Intentionally misinterpreting or misrepresenting the assessment framework
- Allowing students to achieve grades or awards against evidence suggesting plagiarism or other misconduct

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- Altering or falsifying documents for accreditation, awards or audits from partner institutions

### **1. Handling Malpractice or Maladministration**

All staff are obliged to report any suspected incidences or malpractice or maladministration to a manager or the Directors. This report will be taken in confidence, and the employee may choose to remain anonymous to the accused, unless Future Focus Ltd. is legally obliged to identify the staff member. Staff reporting suspected malpractice must provide a written report with as much detail as possible about the incident, including the:

1. Name of the accused party
2. Location, date and time of the incident
3. Nature of the incident

The issue will then be investigated by the manager or Directors, in consultation with other staff as may be required. The staff investigating the incident must find evidence to support the accusation of malpractice. The accused party is made aware of the allegations, and may choose to respond to or contest them. They must be provided with the opportunity to present supporting evidence supporting their contestation. Based on the sum total evidence, a decision is taken by the investigator and Directors as to the veracity of the allegations.

### **2. Disciplinary Action**

Where malpractice or maladministration has been identified and proven to the satisfaction of the management team and/or Directors, disciplinary action will be taking against the responsible staff member. Disciplinary action is at the

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discretion of the investigator or Directors, and depends on the severity and intentionality of the incident, but may include:

- Formal notification to awarding or accrediting body
- Formal written warning to the staff member
- Suspension or termination of employment

The staff member has the right to appeal any decision made or disciplinary action taken against them following the investigation. The appeal must be submitted in writing within 10 days from the date the employee was notified of the outcome of the investigation