



# **MALPRACTICE, MALADMINISTRATION & PLAGIARISM**

Version 1.0

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## **Malpractice, Maladministration & Plagiarism Policy**

### **1. Introduction**

Jeryk EC is committed to maintaining the highest standards of academic integrity across all its programs and operations. Academic honesty is central to the credibility of the institution and the validity of qualifications awarded to students. This policy defines malpractice, maladministration, and plagiarism, and outlines the procedures for reporting, investigating, and resolving such incidents.

Jeryk EC ensures that all academic work submitted by students is original, properly referenced, and reflects the learner's own effort. Similarly, staff are expected to uphold professional and ethical standards in assessments, record-keeping, and administrative processes. The institution employs tools such as Turnitin and similar plagiarism detection software to safeguard assessment integrity and provide both students and staff with confidence in the authenticity of academic outputs.

The aim of this policy is to promote fairness, accountability, and transparency, while educating students and staff about proper academic conduct and the consequences of breaches.

### **2. Scope**

This policy applies to all students, teaching and administrative staff, and any individuals involved in the academic processes at Jeryk EC. It covers:

- Assessments: Assignments, projects, examinations, practical assessments, and online submissions.
- Coursework: Essays, reports, dissertations, and collaborative projects.
- Examinations: Both in-person and online assessments.
- Institutional operations: Administrative procedures, record-keeping, reporting, and communication related to academic delivery.

By encompassing all academic and operational activities, this policy ensures that everyone involved in the learning environment is aware of the standards of conduct expected, and that breaches are addressed consistently and fairly.

### **3. Definition**

#### **3.1 Malpractice / Maladministration**

Malpractice or maladministration refers to any activity that compromises the integrity of assessments or the academic process, including but not limited to:

- Cheating or copying during assessments or examinations.
- Falsifying or altering academic or administrative records.
- Attempting to influence academic outcomes unfairly.
- Collusion or manipulation of assessment results.

#### **3.2 Plagiarism**

Plagiarism occurs when submitted work is not the student's own, or sources are improperly cited or referenced. Examples include:

- Copying text, ideas, or media from published sources without acknowledgement.
- Submitting work previously submitted for another course without permission.
- Using uncredited content from peers or online sources.

#### **3.3 Turnitin and Similar Tools**

Jeryk EC recognizes the increasing use of AI tools in academic work. Learners must not submit work generated by AI without proper attribution or approval. Unauthorized use of AI-generated content in assessments is considered plagiarism and is subject to investigation under this policy. Staff are trained to identify potential AI-assisted malpractice and ensure compliance with academic integrity standards. Jeryk EC may use Turnitin or equivalent plagiarism detection tools to:

- Check the originality of submitted assignments.
- Identify potential overlaps or unacknowledged sources.
- Provide feedback to students to encourage proper referencing and academic honesty.

### **4. Raising Concerns**

#### **4.1 Any suspected cases of malpractice, maladministration, or plagiarism should be reported promptly to ensure timely resolution.**

- Reports can be made to the teaching staff, Academic Integrity Officer, or Top Management.
- Students and staff are encouraged to report concerns confidentially, and whistleblowing protections are applied to ensure there is no retaliation.
- Reports should include sufficient details to allow a thorough investigation, such as the nature of the incident, individuals involved, and supporting evidence.

Whistleblowers are protected from any form of retaliation or disadvantage as a result of reporting concerns in good faith. Jeryk EC ensures that all reports are handled discreetly, and individuals are supported throughout the investigation process. Raising concerns in a timely manner helps maintain trust, integrity, and fairness across the institution.

4.2 To raise a concern regarding suspected malpractice or plagiarism, individuals should:

- a) Complete the Malpractice/Plagiarism Report Form.
- b) Provide detailed information including the nature of the incident, individuals involved, and any supporting evidence.
- c) Submit the form to the Academic Integrity Officer or Top Management.
- d) Maintain confidentiality and avoid discussing the matter with others until the investigation concludes.

## **5. Investigation Procedure and Timelines**

Jeryk EC follows a structured process to investigate suspected breaches of academic integrity:

- a) Acknowledgement
  - Reports of malpractice or plagiarism are acknowledged in writing within 3 working days.
  - Complainants are informed about the process, expected timelines, and the assigned officer handling the case.
- b) Investigation
  - The relevant department, Academic Integrity Officer, or Academic Board conducts the investigation.
  - Evidence is reviewed, including submitted work, records, and any online detection reports (e.g., Turnitin).
  - Students or staff accused of malpractice are given an opportunity to respond to allegations before a decision is made.
- c) Timeline
  - Acknowledgement of the report: within 3 working days.
  - Initial investigation and evidence review: within 7 working days.
  - Response from accused parties: within 3 working days of notification.
  - Final decision and communication of outcome: within 14 working days of report submission.
  - Any extensions due to complexity must be documented and communicated.
- d) Documentation
  - All investigation steps, evidence, responses, and decisions are documented to ensure transparency, accountability, and auditability.

## **6. Consequences**

Jeryk EC applies proportionate and consistent consequences depending on the severity and frequency of the breach:

- **Minor Cases**
  - Resubmission of the assignment with proper guidance.
  - Issuance of a formal warning or counselling regarding academic integrity.
- **Severe or Repeated Cases**
  - Suspension from the course or program.
  - Expulsion from the institution.
  - Disciplinary action for staff, including warnings, suspension, or termination where applicable.

The goal is not only to penalize misconduct but also to educate students and staff on ethical academic practices and prevent recurrence. Individuals who disagree with the outcome have the right to appeal in accordance with the Jeryk EC Appeals Policy. Appeals must be submitted in writing within the timeframe specified in the policy, clearly stating the grounds for appeal. The appeal will be reviewed by an independent panel not involved in the original investigation.

## **7. Preventive Measures and Education**

Jeryk EC places a strong emphasis on preventing malpractice and plagiarism through proactive education:

- Orientation sessions for students on academic integrity, referencing, and ethical conduct.
- Training for staff on detecting, preventing, and reporting academic misconduct.
- Guidelines and resources on proper citation, referencing, and assessment submission.
- Encouragement of original thought and independent learning as part of academic development.

By fostering an environment of awareness and understanding, Jeryk EC reduces the likelihood of incidents and promotes a culture of integrity and honesty.

## **8. Policy Review and Compliance**

This policy is reviewed annually, or more frequently as needed, to remain aligned with:

- Regulatory and accreditation requirements.
- Best practices in academic integrity and assessment standards.
- Feedback from staff, students, and external audits.

All updates are communicated to stakeholders via official channels and the Jeryk EC website, ensuring transparency and continuous alignment with the institution's commitment to high-quality, fair, and ethical academic practices.