



LAWGRACIA GLOBAL COLLEGE

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**MALPRACTICE,
MALADMINISTRATION,
AND PLAGIARISM
POLICY**

Malpractice, Maladministration, and Plagiarism Policy

Purpose and Scope

1.1 This policy outlines the procedures for preventing, identifying, and addressing malpractice, maladministration, and plagiarism at LawGracia Global College.

1.2 This policy applies to all LawGracia Global College staff, learners, and partners.

Policy Statement

2.1 LawGracia Global College is committed to maintaining the highest standards of integrity, honesty, and fairness in all its activities.

2.2 The College will not tolerate any form of malpractice, maladministration, or plagiarism and will take prompt and appropriate action when such incidents occur.

Definitions

3.1 Malpractice: Any deliberate attempt to undermine the integrity of the assessment process, including:

Staff Malpractice Examples

- Falsifying learner records or assessment results
- Assisting learners in cheating or plagiarizing
- Failing to maintain accurate records or follow assessment procedures

Learner Malpractice Examples

- Collusion: working with others to cheat or deceive
- Impersonation: pretending to be someone else to gain an advantage
- Fabrication: inventing or falsifying data, evidence, or other information

3.2 Maladministration: Any failure to follow procedures or maintain records, resulting in unfairness or disadvantage to learners, including:

Staff Maladministration Examples

- Failure to provide clear guidance on assessment requirements
- Inadequate provision of support services for learners
- Failure to maintain confidentiality of learner records

Learner Maladministration Examples

- Failure to disclose conflicts of interest or personal biases
- Misrepresentation of qualifications, experience, or achievements
- Failure to comply with College policies and procedures

3.3 Plagiarism: The act of presenting someone else's work as one's own, including:

- Direct plagiarism: copying and pasting from a source without proper citation

- Indirect plagiarism: paraphrasing someone else's work without proper citation
- Mosaic plagiarism: combining original work with someone else's work without proper citation

3.4 AI-Assisted Cheating: The use of Artificial Intelligence (AI) tools to commit academic dishonesty, including:

- Using AI-generated content to complete assessments
- Employing AI tools to manipulate or falsify data

Prevention

4.1 The College will provide clear guidance to learners on the expectations and requirements of assessments.

4.2 The College will ensure that all staff involved in assessment and internal verification are trained and competent.

4.3 The College will maintain accurate and secure records of learner assessments and progress.

4.4 The College will educate learners and staff on the ethical use of AI tools in academic settings.

4.5 The College will implement effective monitoring systems to detect unusual patterns in learner work.

Identification and Investigation

5.1 The College will have a clear and transparent process for reporting and investigating suspected cases of malpractice, maladministration, plagiarism, and AI-assisted cheating.

5.2 The College will ensure that all investigations are conducted fairly, impartially, and in accordance with this policy.

5.3 The College will gather and analyze evidence, including learner records, assessment materials, and witness statements.

Sanctions and Consequences

6.1 Where malpractice, maladministration, plagiarism, or AI-assisted cheating is found to have occurred, the College will impose sanctions and consequences, including but not limited to:

- Withdrawal of certification or credits
- Expulsion from the College
- Reporting to relevant authorities

6.2 The College will ensure that sanctions and consequences are proportionate to the severity of the offense.

Responsibilities

7.1 The Centre Manager is responsible for implementing and monitoring this policy.

7.2 The Quality Assurance Manager is responsible for investigating suspected cases of malpractice, maladministration, plagiarism, and AI-assisted cheating.

7.3 The Learner Support Manager is responsible for providing support and guidance to learners found to have plagiarized or engaged in AI-assisted cheating.

Review and Revision

8.1 This policy will be reviewed and revised annually, or as necessary.

8.2 The College will consult with staff, learners, and partners during the review process.

Approval and Implementation

9.1 This policy was approved by the LawGracia Global College management.

9.2 This policy will be implemented immediately and will be communicated to all staff, learners, and partners.