



**STRATWORTH**  
UNIVERSITY

## **Malpractice Policy**

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**Stratworth University takes all allegations of malpractice, misconduct or maladministration in relation to its training assessments and events very seriously. This policy outlines the procedures for investigating and addressing such allegations.**

### **Definition of Malpractice/Misconduct**

For the purposes of this policy, “malpractice” or “misconduct” refers to any action or omission that compromises the integrity of the assessment process or the validity of Stratworth University's training events and certifications. This includes:

- Maladministration: Failure to maintain appropriate records or systems.
- Falsification of Records: Deliberately falsifying records or documents related to training event certification.
- Academic Misconduct: Acts of plagiarism or other academic dishonesty.
- Reputational Damage: Actions that compromise the reputation or authority of Stratworth University's employees or associates.

### **Investigation and Sanctions**

Stratworth University will investigate all reported incidents of suspected malpractice/misconduct. If found guilty of malpractice/misconduct, individuals may face appropriate sanctions, which may include:

- Withdrawal of Certification: Revoking any certifications or qualifications awarded.

- Exclusion from Future Training: Preventing the individual from participating in future training events or assessments.
- Reporting to Relevant Authorities: Reporting serious cases of misconduct to the appropriate authorities.

Stratworth University reserves the right to take any necessary action to protect the integrity of its training programs and the validity of its certifications.

### **Learner Malpractice/Misconduct**

Learner malpractice/misconduct can take various forms, including but not limited to:

- Unauthorized Access to Assessment Materials: Obtaining examination or assessment materials without proper authorization.
- Impersonation: Arranging for someone else to take an assessment or submit an assignment on their behalf.
- Unauthorized Collaboration: Collaborating with others on coursework or assessments when not explicitly permitted.
- Academic Dishonesty: Plagiarizing work or submitting work that includes inappropriate or offensive content.
- Disruptive Behavior: Engaging in disruptive behavior or using offensive language during training sessions or assessments.
- Falsification of Documents: Forging or falsifying identification, supporting evidence, competency documents, or results documentation.
- Misrepresentation or Plagiarism of Certificates: Misrepresenting or plagiarizing Stratworth University certificates.
- Fraudulent Claims: Making false claims for special considerations or accommodations.
- Obtaining Certificates Fraudulently: Obtaining certificates through fraudulent means.

### **Malpractice/Misconduct by Stratworth University Employees & Associates**

Misconduct by Stratworth University employees, tutors, and assessors can also occur and may include:

- Non-Adherence to Regulations: Failing to follow relevant regulations and procedures, including those related to approval, security, and monitoring requirements.
- Facilitating Impersonation: Knowingly allowing an individual to impersonate a learner.

- Facilitating Academic Dishonesty: Allowing learners to copy each other's work or providing excessive assistance with assignments.
- Unauthorized Collaboration: Allowing learners to collaborate on assignments when not explicitly permitted.

## **Potential Sanctionable Malpractice/Misconduct**

### **Sanctionable Learner Malpractice/Misconduct**

- Disruptive Behavior: Engaging in disruptive or offensive behavior during training sessions or assessments.
- Document Falsification: Producing, using, or allowing the use of forged or falsified documents, including identification, supporting evidence, competency documents, or certificates.
- Fraudulent Claims: Making false claims for special considerations or accommodations.
- Unauthorized Access: Obtaining examination or assessment materials without authorization.
- Impersonation: Arranging for another person to take an assessment or submit an assignment on their behalf.
- Academic Dishonesty: Plagiarizing work or collaborating with others on assignments when not explicitly permitted.
- Failure to Report Misconduct: Failing to report suspected cases of learner malpractice to the appropriate authorities.

### **Sanctionable Employee, Tutor, and Assessor Malpractice/Misconduct**

- Neglect of Duty: Failing to adhere to relevant regulations and procedures, including those related to approval, security, and monitoring requirements.
- Facilitating Misconduct: Knowingly allowing learners to impersonate others, copy work, or collaborate inappropriately.
- Disruptive Behavior: Tolerating or engaging in disruptive or offensive behavior.
- Breach of Confidentiality: Divulging confidential information about learner performance or results.
- Falsification of Documents: Producing, using, or allowing the use of forged or falsified documentation.

## Potential Sanctions Applicable to Confirmed Malpractice/Misconduct

### Sanctions for Learners:

- Written Warning: A formal warning about future conduct.
- Course Removal: Removal from the current course.
- Notification to Employers or Regulatory Bodies: Reporting the misconduct to relevant authorities.

### Sanctions for Employees, Tutors, and Associates:

- Written Warning: A formal warning about future conduct.
- Imposed Conditions: Restrictions on future involvement in training, teaching, supervision, or administration.
- Notification to Other Organizations: Informing other organizations where the individual is employed about the misconduct.
- Monitoring: Increased monitoring of the individual's work practices.
- Dismissal: Termination of employment.

It's important to note that these are examples of potential sanctions, and the specific sanctions imposed will depend on the severity of the misconduct and other relevant factors.

## Reporting and Investigating Suspected Malpractice

### Reporting Suspected Malpractice

Any individual, including employees, tutors, learners, and third parties, who suspects malpractice should report it to the Training & Development Manager as soon as possible, but no later than two working days after discovery.

A written report should be submitted to the Training & Development Manager, detailing:

- Factual information about the incident
- Statements from individuals involved or affected
- Any supporting evidence
- Actions taken so far

If possible, the individual suspected of malpractice should be informed of the allegations and the intent to report the matter to the Training & Development Manager.

### Investigating Suspected Malpractice

Stratworth University will investigate all reported cases of suspected malpractice to determine the facts and circumstances. The investigation will aim to mitigate any

adverse effects and take necessary actions to maintain the integrity of its training programs and reputation.

## **Notification and Rights of the Individual**

The individual(s) involved in the suspected malpractice will be notified of the following:

- The initiation of an investigation and the reasons for it
- Relevant timelines and dates
- Their right to respond in writing within 15 working days
- Potential sanctions if found guilty of malpractice
- Their right to appeal the decision
- The Company's obligation to report the matter to relevant authorities if necessary

## **Confidentiality and Fairness**

The Company will treat all information related to the investigation with confidentiality. Individuals involved will be contacted separately, and personal data will not be shared with third parties unless necessary for the investigation.

## **Record Keeping**

Records of all malpractice cases and their outcomes will be maintained for at least five years and subject to regular review.

**This policy has been reviewed, approved & authorized by:**

**Name:** Prof. Dr. Lawrence Emeagwali

**Position:** Company Director

**Date:** December, 2024

**Policy Review Date:** December, 2027