

Staff Malpractice and Maladministration Policy

1. Purpose

The purpose of this policy is to outline the procedures for identifying, investigating, and managing cases of malpractice and maladministration by staff members at the Sultan Institute of Management Training. This ensures the integrity and quality of our educational programs.

2. Definitions

- **Malpractice:** Any deliberate activity, neglect, or misconduct that results in a staff member not complying with the regulations and procedures set by the institute.
- **Maladministration:** Any activity or practice that results in non-compliance with administrative processes, whether intentional or due to neglect.

3. Scope

This policy applies to all staff members involved in the delivery, assessment, and administration of the institute's educational programs.

4. Examples of Malpractice and Maladministration

- **Malpractice:**
 - Deliberate falsification of records or documents.
 - Plagiarism or collusion during assessments.
 - Providing improper assistance to students during exams.
- **Maladministration:**
 - Inaccurate record-keeping.
 - Failure to adhere to assessment and reporting procedures.
 - Inefficient handling of examination materials.

5. Reporting Procedures

- **Initial Reporting:** Suspected cases should be reported immediately to the designated Malpractice Officer or through the institute's anonymous reporting system.
- **Documentation:** A detailed report including evidence must be submitted for each suspected case.

6. Investigation Process

- **Preliminary Review:** The Malpractice Officer will conduct an initial review to determine the validity of the report.
- **Formal Investigation:** If necessary, a formal investigation committee will be formed, including senior management and an external auditor if required.

- **Confidentiality:** All investigations will be conducted confidentially, and the rights of all parties will be protected.

7. Consequences

- **Disciplinary Actions:** Staff found guilty of malpractice or maladministration may face actions ranging from formal warnings to dismissal, depending on the severity.
- **Rectification:** Any affected processes or records will be corrected to ensure compliance with institute standards.

8. Appeals

Staff members have the right to appeal against decisions made during the investigation. Appeals must be submitted in writing within 10 working days of the decision.

9. Review and Monitoring

This policy will be reviewed annually, and procedures will be monitored regularly to ensure effectiveness and compliance.