

# UK Professional Development Academy



## Malpractice and Maladministration Policy

Malpractice and Maladministration	Last Review:	January 2026
	Amended Date:	N/A
	Next planned review in 12 months, or sooner as required	

# **Malpractice and Maladministration Policy**

## **1. Purpose**

UK Professional Development Academy (UKPDA) is committed to upholding the highest standards of academic integrity, ethical conduct, and regulatory compliance in all aspects of programme delivery, assessment, and administration. This policy establishes the framework for preventing, identifying, investigating, and resolving malpractice and maladministration involving learners, staff, and any individuals engaged in UKPDA academic or operational processes. Its purpose is to protect the integrity of qualifications, maintain confidence in assessment outcomes, and provide a clear, fair, and transparent procedure for addressing allegations consistently and proportionately. This policy has been developed by aligning UKPDA's internal procedures with recognised regulatory expectations for academic misconduct, assessment integrity, and institutional compliance.

## **2. Scope**

This policy applies to all learners, staff members, assessors, Internal Quality Assurers, administrators, contractors, and stakeholders involved in the delivery, assessment, quality assurance, or administration of UKPDA programmes. It covers all academic and operational activities associated with programme delivery, including online learning, written assignments, examinations, digital submissions, learner records, certification processes, and administrative functions linked to regulated qualifications.

## **3. Definitions**

Malpractice refers to any deliberate act, omission, or dishonest practice that compromises the integrity of assessment, learner achievement, certification, or qualification standards. This includes plagiarism, collusion, impersonation, falsification of records, cheating, unauthorised assistance, and inappropriate use of artificial intelligence tools. Maladministration refers to negligent, improper, or repeated administrative failures that result in non-compliance with required procedures or regulatory obligations, including inaccurate learner records, failure to register learners correctly, poor document control, delayed submissions, or procedural errors in assessment administration. Both malpractice and maladministration may arise from learner conduct, staff actions, or institutional failures.

## **4. Academic Integrity and Use of Artificial Intelligence**

UKPDA requires all learners to submit original work that reflects their own knowledge, analysis, and academic effort. All assessed work must be free from uncredited copying, unauthorised collaboration, purchased assignments, concealed AI-generated content, or other forms of academic dishonesty. Proper referencing and citation of all external sources is mandatory.

Artificial intelligence tools may be used only in limited and transparent ways, such as supporting

preliminary research, idea generation, structural planning, or grammar refinement, provided that the learner retains full authorship and responsibility for the final submission. AI must not be used to generate substantive assignment content intended to demonstrate individual understanding unless explicitly permitted. Any material use of AI tools must be declared clearly within the assignment or accompanying statement, including identification of the tool used and the nature of its contribution. Failure to disclose AI use where required constitutes malpractice and may result in sanctions ranging from formal warning and resubmission to unit failure, suspension, or further disciplinary action depending on severity and recurrence.

## **5. Examples of Malpractice and Maladministration**

Examples of learner malpractice include plagiarism, cheating, collusion, impersonation, falsification of evidence, contract cheating, disruptive conduct during assessment, and unauthorised use of AI tools. Learner maladministration may include failure to comply with submission procedures, inaccurate personal information, ignoring required communications, or repeated neglect of academic processes.

Examples of staff or institutional malpractice include falsification of learner records, improper assistance during assessments, manipulation of results, breaches of assessment security, or undeclared conflicts of interest. Institutional maladministration may include inaccurate registration of learners, failure to follow assessment procedures, poor record-keeping, delayed reporting, inadequate communication, or failure to provide required learner adjustments.

## **6. Reporting and Investigation Procedures**

Any suspected case of malpractice or maladministration must be reported immediately in writing to a senior manager or designated compliance officer. Reports should include the names of individuals involved, the programme affected, relevant dates, details of the allegation, and supporting evidence where available. All allegations are acknowledged within three working days.

A preliminary investigation will begin within seven working days to determine whether sufficient grounds exist for a full investigation. Where further action is required, UKPDA will appoint an independent investigating officer or panel to review the matter. This may involve examination of learner work, system records, digital logs, documentation, and interviews with relevant parties. Individuals subject to investigation will be informed in writing of the allegation, supporting evidence, potential consequences, and their right to respond. Investigations are conducted confidentially, impartially, and in accordance with principles of fairness, proportionality, and evidence-based decision-making.

## **7. Appropriate use of AI**

UKPDA recognises that artificial intelligence tools may be used in limited and responsible ways to support learning, such as for preliminary research, idea generation, planning, or language refinement, provided they do not replace the learner's own analysis, judgement, or original

academic work. Any material use of AI in assessed work must be transparently disclosed by the learner, including the type of tool used and the extent of its contribution. The submission of AI-generated content as wholly original work, failure to declare significant AI assistance, or use of AI in a manner that undermines the purpose of assessment constitutes malpractice and may result in disciplinary action in accordance with this policy.

## **8. Outcomes and Sanctions**

Where malpractice or maladministration is confirmed, UKPDA will apply sanctions proportionate to the seriousness of the breach. Learner sanctions may include formal warnings, reassessment, mark adjustment, unit failure, disqualification from a qualification, withdrawal of certification, suspension, or exclusion. Staff sanctions may include formal warnings, retraining, restriction of duties, disciplinary action, suspension, or dismissal. Where systemic failures are identified, UKPDA may implement corrective measures such as procedural revision, additional staff training, enhanced monitoring, or strengthened compliance controls.

Confirmed cases requiring escalation will be reported to the relevant awarding or regulatory authority in accordance with applicable obligations.

## **9. Appeals**

Any learner or staff member who disagrees with the outcome of an investigation has the right to appeal in writing within ten working days of receiving the decision. Appeals must clearly state the grounds for challenge and include any new supporting evidence where relevant. Appeals are reviewed independently by a senior officer not involved in the original investigation. Where internal resolution is not achieved, the matter may be escalated through the appropriate external appeals process.

## **10. Prevention and Monitoring**

UKPDA adopts a proactive approach to preventing malpractice and maladministration through regular staff training, learner induction on academic integrity, plagiarism and AI detection monitoring, standardisation and internal quality assurance processes, secure assessment controls, and periodic compliance audits. Prevention is regarded as a shared institutional responsibility and forms part of UKPDA's wider quality assurance framework.

## **11. Confidentiality and Record Retention**

All malpractice and maladministration cases are handled with strict confidentiality. Records relating to allegations, investigations, decisions, and appeals are stored securely and processed in accordance with UK GDPR and the Data Protection Act 2018. Access is restricted to authorised personnel only, and records are retained only for the period required under legal, regulatory, and quality assurance obligations.