



## Malpractice Policy

### POL

Lead Officer (Post):	Head of Quality & Registry
Responsible Office/ Department:	Quality
Responsible Committee:	BoM Learning, Teaching and Research
Review Officer (Post):	Quality and Student Engagement Manager
Date policy approved:	
Date policy last reviewed and updated:	
Date policy due for review:	August 2028
Date of Equality Impact Assessment:	
Date of Privacy Impact Assessment:	

Accessible versions of this policy are available upon request. Please contact the Governance and Policy Officer on 01847 889000.

**Policy Summary**

Overview	<p>Why is the policy required?</p> <p>This Policy is necessary for maintaining the integrity of qualifications.</p>
Purpose	<p>What will the policy achieve?</p> <p>This policy sets out how UHI North, West and Hebrides will deal with suspected cases of malpractice in internally-assessed Further Education qualifications up to SCQF Level 6.</p>
Scope	<p>Who does the policy apply to?</p> <p>The policy applies to all staff and students of UHI North, West and Hebrides. The policy explains the systems and procedures that will be implemented and followed to prevent malpractice and handle allegations of malpractice appropriately.</p>
Consultation	<p>Who has been consulted on the policy, and who will be notified?</p> <p>The policy was developed by a group of practitioners.</p>
Implementation and Monitoring	<p>Who will be responsible for implementing and monitoring the policy, and what resources/ costs will be incurred?</p> <p>All staff will be will be responsible for implementation of the policy. The policy is part of the business-as-usual function of the college.</p>
Risk Implications	<p>What are the risk implications of this policy?</p> <p>Failure to adopt a strong policy and follow the procedures would undermine the integrity of the qualification and the academic reputation of the college.</p>
Link with Strategy	<p>How is this policy linked to University strategy?</p> <p>n/a</p>
Impact Assessment	Equality Impact Assessment: tbc
	Privacy Impact Assessment: n/a

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Pending Board of Management Approval

## 1 Purpose

This Policy is necessary for maintaining the integrity of qualifications.

This policy sets out how UHI North, West and Hebrides will deal with suspected cases of malpractice in internally-assessed Further Education qualifications up to SCQF Level 6. All Higher Education programs from SCQF Level 7 and above please refer to UHI [Policies and regulations - Regulations \(uhi.ac.uk\)](http://www.uhi.ac.uk).

## 2 Scope

The policy applies to all staff and students of UHI North, West and Hebrides. The policy explains the systems and procedures that will be implemented and followed to prevent malpractice and handle allegations of malpractice appropriately.

## 3 Policy

This policy:

- Defines student malpractice and centre malpractice in the context of internally assessed qualifications.
- Sets out the responsibilities of UHI North, West and Hebrides in relation to malpractice.
- The policy sets out and refers to the standards and requirements of all awarding bodies.

The procedures apply to all Awarding Bodies qualifications (including those that are subject to statutory regulation by SQA Accreditation Ofqual)

## 4 Responsibilities

The Head of Student Experience & Performance /Head of Centre is responsible for managing and updating this policy.

It is the responsibility of all UHI North, West and Hebrides staff and students to ensure the integrity of any qualification being delivered at the college and to follow the procedures if it is suspected that there has been **student malpractice**.

It is the responsibility of all UHI North, West and Hebrides staff and students to ensure the integrity of any qualification being delivered at the college and to follow the procedures if it is suspected that there has been **centre malpractice**.

All UHI North, West and Hebrides staff and students are responsible for following these policy guidelines.

## 5 Data Protection

To comply with the law, personal information must be collected and used fairly, stored and disposed of safely, and not disclosed to any other person unlawfully.

Refer to UHI North, West and Hebrides Data Protection Policy

## 6 Review

This policy will be reviewed every 5 years or sooner if required

## 7 References

This policy will operate in conjunction with and be supported by the following;

UHI NWH Assessment Policy and Procedures

UHI NWH Data Protection Policy

UHI NWH Appeals Policy and Procedures

UHI NWH Malpractice Procedures

## 8 Version Control and History

Version	Date	Endorsed by	Amendment(s)	Author
1				
1.1				
1.2				
1.3				