



Digital Marketing School

Digital Marketing School

Malpractice, Maladministration and Plagiarism Policy – V1

April 2025

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Digital Marketing School

1-Introduction

Digital Marketing School (DMS) values a culture of honesty and mutual trust in its academic endeavors and expects all students and staff members respect and uphold these values.

2- Policy

This policy outlines the rules and regulations regarding Malpractice, Maladministration and Plagiarism (MMP) at DMS, and sets out the procedural steps to follow. It ensures fairness, integrity, and academic excellence while safeguarding the credibility of academic achievements.

3- Scope

This policy applies to all academic work, all students and staff members involved in teaching, learning, research, and assessment at DMS.

4- Purpose

The aim of this policy is to safeguard the integrity, credibility, and reputation of DMS and avoid any forms of malpractice and maladministration in every aspect of development, delivery, distribution, and assessment. It provides clear guidelines and procedures to prevent, identify, and address any actions that could undermine the integrity of assessment, including plagiarism. This is achieved through:

- Identifying and minimising the risk of malpractice by students and staff.
- Responding to any incident promptly and objectively.
- Standardising and recording any investigation to ensure fairness and transparency.
- Imposing appropriate penalties and/or sanctions on students or staff where incidents (or attempted incidents) are proven.

5- Definitions

- **Malpractice:** Any intentional or negligent act that compromises the integrity and validity of academic processes, including; plagiarism, collusion, fabrication of data, commissioning theft of work, bribery, blackmail, false declaration, cheating in examination, failure to carry out internal verification, failure to comply with External Verifier recommendations, and unethical behavior in assessments or research.
- **Maladministration:** Poor administration or non-compliance with assessment and academic regulations, which may lead to undue advantage, disadvantage, or procedural unfairness, including; bias, incompetence, misleading advice, failure to monitor procedures, breach of confidentiality in assessment procedures, and lack of compliance with the awarding body policy and procedures.
- **Plagiarism:** Presenting someone else's work, ideas, or intellectual property as one's own without proper acknowledgment, whether intentional or unintentional.



6- Procedure for Investigation and Management of Malpractice, Maladministration and Plagiarism (MMP)

Where DMS discover a case of MMP, it will proceed with investigation through the following stages:

- The Awarding Body would be notified and provided with documentary evidence.
- The DMS's Internal Quality Assessor (IQA) will conduct the preliminary investigation.
- DMS will contact student or staff in writing about the nature of allegations and possible consequences of MMP together with a copy of regulations and procedures.
- If the offence is considered minor, DMS will apply appropriate penalties.
- If the offence is considered serious, an Independent Investigation Officer (IIO) will be appointed to conduct a detailed investigation.
- The IIO will conduct a wider scrutiny of both current and historical evidence relating to the offence.
- For allegations against staff this is to not only establish the route cause but also the possible effects on learners' past and present.
- During the investigation DMS will give the individual the opportunity to respond to the allegations made.
- The IIO will apply appropriate penalty in line with the seriousness of the offence, and Awarding Body requirements.
- The Investigation Officer will produce a report of their findings and the decision made.
- All stages of the investigation will be documented by the IIO and reported to the relevant Awarding Body, as well as making the documents available at the time of Annual Compliance Monitoring by the Awarding Body.
- The individual will be informed of the avenues for appealing against any judgement made.
- For cases of staff malpractice/misadministration the IQA will decide whether to invoke the Staff Disciplinary procedure.

7- Appeals

Students and staff who are unsatisfied with the outcome of the investigation can appeal, using DMS standard academic appeals procedures.

8- Monitoring and review

This policy and its procedures will be reviewed annually to ensure it remains current, fit for purpose, and reflects the types of malpractice and maladministration that may arise, how they are identified, prevented and managed.

9- Version Control

Version No	Date	Reason for change	Next Review
V1		Creation and approval by the Academic Board	