Academic Integrity, Malpractice and Maladministration Policy

Ownership Details and Review Schedule of Policy

Effective from	21 April 2026
Review cycle	1 Year
Next Review Due Date	21 April 2027
Policy owners	Principal
Approving Body	Senate
Lead Contact	Raza Soomro raza.soomro@sirm.ac.uk
Applicable to	All students registered on a programme of higher education at SIRM College, and all staff involved in the assessment, delivery, oversight, or administration of those programmes.
Relevant/Applicable OfS Conditions of Registration/requirements	B1, B2, B4, C1
Other relevant / applicable legislation/requirements	UK Quality Code for Higher Education (QAA), Academic Integrity guidance QAA Academic Integrity Charter for UK Higher Education OIA Good Practice Framework: Disciplinary Procedures Skills and Post-16 Education Act 2022 Equality Act 2010 Data Protection Act 2018 and UK General Data Protection Regulation

DOCUMENT CONTROL

Date	Review & Revision	Owner	Version
21.4.26	New policy and procedure; replaces previous academic malpractice policy. Expanded scope to cover all forms of academic misconduct including unauthorised use of artificial intelligence and contract cheating; aligned with current governance structure and OIA Good Practice Framework	Principal	2

Academic Integrity, Malpractice and Maladministration Policy

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Academic Integrity, Malpractice and Maladministration Policy

1. Purpose

SIRM College is committed to maintaining the highest standards of academic integrity and to ensuring the validity and credibility of all qualifications awarded.

This policy establishes the College's institutional framework for the prevention, identification, investigation, and management of academic misconduct, malpractice, and maladministration.

It ensures that concerns are addressed in a fair, consistent, and transparent manner, and that appropriate oversight, escalation, and assurance mechanisms are in place.

This policy supports compliance with the Office for Students Conditions of Registration B1, B2, B4, and C1, and aligns with the requirements of awarding and validating bodies.

2. Scope

This policy applies to:

- all students registered on higher education programmes delivered by SIRM College
- all staff involved in teaching, assessment, administration, and oversight
- all academic provision delivered by or on behalf of the College, including programmes leading to awards from Pearson and the University of Salford

This policy covers:

- academic misconduct by students
- malpractice involving students, staff, or the institution
- maladministration arising from process failure or systemic weakness

3. Definitions

Academic misconduct

Any act or omission by a student that gives, or is intended to give, an unfair academic advantage or that undermines the integrity of assessment.

Malpractice

Any deliberate act or practice by a student, member of staff, or the institution that compromises, or could compromise, the integrity of assessment, the validity of results, or the reputation of an award.

Malpractice may include, but is not limited to:

- academic misconduct by students

- facilitation of misconduct by staff
- falsification of assessment or records
- breaches of assessment security

Maladministration

Any unintentional act, omission, or failure in process that results in non-compliance with regulations or requirements, including poor administration, inadequate record-keeping, or failure to follow established procedures.

4. Institutional Approach

SIRM College adopts a whole-institution approach to the promotion of academic integrity and the prevention of malpractice and maladministration.

- The College will design and review assessment to reduce opportunities for misconduct.
- The College will ensure that students are informed of expectations relating to academic integrity, including the appropriate use of artificial intelligence.
- The College will provide training and guidance to staff on assessment design, detection of misconduct, and reporting responsibilities.
- The College will maintain secure, reliable, and auditable systems for assessment and record-keeping.
- The College will promote a culture of integrity, fairness, and accountability across all academic provision.
- The College will monitor patterns and trends in misconduct and take appropriate corrective action where required.

5. Procedures and Regulatory Alignment

Operational processes for the management of academic misconduct are set out in the Academic Integrity (Misconduct) Procedure, which includes investigation processes, decision-making arrangements, penalties, and appeals.

Staff misconduct is addressed through the Staff Disciplinary Procedure.

Non-academic misconduct is addressed through the Non-Academic Misconduct Policy and associated procedures.

All processes operate in alignment with the academic regulations of the relevant awarding or validating body. Where there is any conflict, awarding or validating body requirements take precedence.

6. Reporting and Escalation

All suspected cases of academic misconduct, malpractice, or maladministration must be reported promptly through appropriate institutional channels.

The College will ensure that investigations are conducted impartially, proportionately, and on the balance of probabilities. Individuals will be informed of allegations and given the opportunity to respond. Decisions will be based on evidence and applied consistently. Appropriate records will be maintained in all cases.

Cases will be escalated to the Principal where there is evidence of staff involvement. Cases will be escalated where there is potential impact on the integrity of assessment across a cohort or programme. Cases will be escalated where there is repeated or organised misconduct. Cases will be escalated where there is any risk to the validity of an award or qualification.

Serious or systemic cases will be reported to the relevant awarding or validating body and, where required, to external regulators.

7. Governance and Accountability

The Principal is accountable for the implementation of this policy and for ensuring that appropriate systems and controls are in place.

The Head of Quality is responsible for the oversight of academic integrity processes, including monitoring, reporting, and continuous improvement.

Senate has responsibility for oversight of academic standards and the effectiveness of academic integrity arrangements.

The Board of Governors has oversight of institutional risk relating to academic integrity, malpractice, maladministration, and regulatory compliance.

8. Monitoring and Assurance

Senate has primary authority for academic standards and the oversight of academic integrity, including the effectiveness of associated procedures.

The Board of Governors has ultimate oversight of institutional risk, including risks relating to academic integrity, malpractice, maladministration, and regulatory compliance

Themes and trends arising from academic misconduct, malpractice and maladministration cases are used to inform assessment design, staff development, and quality improvement

9. Review

This policy will be reviewed annually to ensure continued alignment with regulatory requirements, sector guidance, and awarding or validating body expectations.