



THE SCHOOL OF
MANAGEMENT
AND RESEARCH

GUIDANCE ON ACADEMIC MISCONDUCT

Academic misconduct relates to impropriety on the part of individual learners, Centre staff (where they exist) or other individuals involved with the provision, assessment and internal verification of qualifications.

LEARNERS

All cases of suspected malpractice discovered within a Centre must be immediately notified to the appropriate department:

- The Centre's **External Verifier** and the **Regional Chief Verifier** will investigate all cases of suspected malpractice to establish the full facts, scale and implications
- All findings will be reported to the relevant TSMR Committee for decision
- The Centre and learner will be notified in writing of the outcome of the investigation.

In the event that a learner is found to have perpetrated malpractice:

- The learner will be withdrawn from his/her qualification immediately; fees will not be refunded
- The relevant Regulatory Body will be informed
- Whilst holding membership of TSMR, the learner will be reported to the TSMR's Head of Membership Operations.

Disciplinary procedure for learners

Any instance of learner misconduct during the qualification will be subject to the Approved Centre's own disciplinary procedures. No fees will be refunded by TSMR in the event of learner withdrawal from the qualification.

APPROVED CENTRES

All cases of suspected or alleged malpractice within a Centre must be immediately notified to TSMR's Awarding Body.

In cases of suspected or alleged malpractice by Centre staff or any other individual involved with the provision or assessment of qualifications, TSMR holds the right to suspend Centre approval:

- The Centre's **External Verifier** and the **Regional Chief Verifier** will investigate all cases of suspected or alleged malpractice to establish the full facts, scale and implications
- All findings will be reported to the relevant TSMR Committee for decision
- The Centre will be notified in writing of the outcome of the investigation

- Should a Centre be found to have perpetrated malpractice, Centre approval will be withdrawn immediately
- Any individual found to have perpetrated malpractice whilst holding membership of TSMR will be reported to the **TSMR Head of membership Operations**.

Suspension of an Approved Centre

PGT holds the right to suspend a Learning Centre's (LC) approval at any time should the External Verifier report that the Centre is not operating to TSMR's quality standards, especially where a serious problem or weakness in the assessment of an award is identified.

It is TSMR's policy to work closely with LCs to advise on areas of concern, thus avoiding suspension. However, if the LC either cannot, or chooses not to, implement the advice and recommendations of the External Verifier as to the operation of the qualification(s), then suspension will be enforced.

In cases of suspected or alleged malpractice, LCs approval will be suspended immediately; notification of suspension of approval will be given verbally and confirmed in writing.

Suspension of approval may be for one or all qualifications and PGT will not accept further learner registrations.

- **Stage 1:** The **External Verifier** will notify TSMR, via a Corrective Action Report (EV2a) of the requirements to be met and the timescale in which they must be met for approval to continue.
- **Stage 2:** If all the requirements are not met by the given timescale, the **External Verifier** will report to the **Chief Verifier** and TSMR, in writing, recommending the suspension of approval.
- **Stage 3:** At this stage the suspension of approval can be recommended by the **Chief Verifier**.
- **Stage 4:** If the LC either cannot, or chooses not to, meet the requirements set, suspension will be enforced. The **Head of TSMR Academic Board** will notify the LC, in writing, that approval has been suspended and the terms of the suspension.
- **Stage 5:** Failure to fully meet the requirements by the stated timescale will result in the withdrawal of approval.

Learning Centre appeal against suspension of approval

Appeal against the suspension of LC approval.

- **Stage 1:** an appeal must be made in writing to the **Head of TSMR Academic Board**, who will consider the appeal.
- **Stage 2:** notification of the outcome of the appeal will be given, in writing, to the Centre within **28 working days** of receipt of the written appeal.
- **Stage 3:** the **Head of TSMR Academic Board** and where appropriate the **Appeals Committee** act as the ultimate arbiters in the case of an appeal against suspension of approval.

Withdrawal of Centre approval

TSMR holds the right to withdraw approval from a LC for one or all qualifications should the Centre fail to meet the requirements of a suspension of approval:

- in cases of proven malpractice approval will be withdrawn for all qualifications. In all cases of proven malpractice the details will be notified to the relevant Regulatory Body. However, in certain circumstances it may be necessary to share information with Awarding Bodies or with the various inspection agencies, funding agencies and the police.
- QCA and/or SQA will be notified of any Centre which has its full approval for S/NVQs withdrawn.
- TSMR will be notified of any Centre, which has its full approval for S/NVQs and/or Professional qualifications withdrawn.
- LCs cannot appeal against the withdrawal of approval as an appeal should have been made at stage 3 of the suspension of approval process.

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