

2024

# Malpractice Policy-CSBT Campus

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## **1. Introduction**

The CSBT Campus is committed to maintaining the highest standards of academic integrity and professional conduct. This Malpractice Policy outlines the procedures for identifying, reporting, and addressing instances of academic and professional malpractice to ensure a fair, transparent, and consistent approach to upholding these standards.

## **2. Scope**

This policy applies to all members of the CSBT Campus community, including students, faculty, staff, and any other individuals associated with the institution. It covers all forms of academic and professional malpractice, including but not limited to cheating, plagiarism, falsification of data, and other unethical behaviors.

## **3. Definition of Malpractice**

Malpractice refers to any action that goes against the established ethical and professional standards of CSBT Campus. This includes:

- **Cheating:** Engaging in dishonest practices during examinations or assessments.
- **Plagiarism:** Using someone else's work or ideas without proper acknowledgment.
- **Falsification:** Altering or fabricating data, records, or other academic or professional documents.
- **Collusion:** Unauthorized collaboration between individuals to deceive or gain an unfair advantage.
- **Misconduct in Research:** Violating ethical guidelines in the conduct of research.
- **Professional Misconduct:** Behaviors that undermine the integrity of the profession, including breaches of confidentiality, conflict of interest, and abuse of power.

## **4. Principles**

- **Integrity:** All members of the CSBT Campus community are expected to uphold the highest standards of integrity in their academic and professional endeavors.
- **Fairness:** All allegations of malpractice will be investigated thoroughly and impartially.
- **Transparency:** The processes for reporting, investigating, and resolving malpractice will be clear and accessible.
- **Accountability:** Individuals found guilty of malpractice will be held accountable through appropriate disciplinary actions.

## **5. Reporting Malpractice**

### **5.1 Who Can Report**

Any member of the CSBT Campus community who suspects or becomes aware of malpractice is encouraged to report it.

### **5.2 How to Report**

Reports should be made in writing and submitted to the Malpractice Officer. Reports can be submitted via email or through a confidential reporting form available on the campus.

The report should include details of the alleged malpractice, including names of individuals involved, specific incidents, and any supporting evidence.

### **5.3 Anonymous Reporting**

Anonymous reports will be accepted and investigated to the extent possible. However, providing contact information can facilitate a more thorough investigation.

## **6. Investigation Process**

### **6.1 Acknowledgement**

The Malpractice Officer will acknowledge receipt of the report within five working days.

The reporter will be informed of the next steps and the expected timeline for the investigation.

### **6.2 Preliminary Review**

The Malpractice Officer will conduct a preliminary review to determine if there is sufficient evidence to warrant a full investigation.

If the preliminary review finds no basis for the allegation, the reporter will be informed, and no further action will be taken.

### **6.3 Full Investigation**

If a full investigation is warranted, an Investigation Committee will be formed. The committee will include impartial members who have no conflict of interest in the case.

The Investigation Committee will gather evidence, interview relevant parties, and review documentation related to the alleged malpractice.

The investigation will be completed within 30 working days of the initial report. If more time is needed, the reporter and the accused will be informed of the delay and the reasons for it.

#### **6.4 Findings and Recommendations**

Upon completing the investigation, the committee will prepare a report detailing their findings and recommendations.

The accused will be given an opportunity to respond to the findings before a final decision is made.

#### **7. Disciplinary Actions**

If the investigation confirms malpractice, appropriate disciplinary actions will be taken. These may include:

- **For students:** Warnings, grade penalties, suspension, or expulsion.
- **For faculty and staff:** Warnings, suspension, or termination of employment.
- **For other individuals:** Banning from campus or termination of contracts.

#### **8. Appeals**

Individuals who are found guilty of malpractice have the right to appeal the decision.

Appeals must be submitted in writing to the Appeals Committee within 10 working days of the decision.

The Appeals Committee will review the case and provide a final decision within 15 working days.

The decision of the Appeals Committee is final.

#### **9. Monitoring and Reporting**

All cases of malpractice and their outcomes will be documented and maintained by the Malpractice Officer.

Anonymized data on malpractice will be reviewed quarterly by the Campus Management Team to identify any trends or areas for improvement.

An annual report on malpractice will be presented to the Board of Governors, highlighting key issues and actions taken.

## **10. Prevention and Education**

The CSBT Campus will provide regular training and resources to educate the campus community about academic integrity and professional ethics.

Information about the Malpractice Policy will be included in orientation sessions for new students, faculty, and staff.

## **11. Support for Reporters**

The CSBT Campus recognizes that reporting malpractice can be stressful. Support services, including counseling and advisory services, are available to individuals who report malpractice.

Reporters will be informed of the support available to them throughout the process.

## **12. Confidentiality and Protection against Retaliation**

### **12.1 Confidentiality**

All reports and investigations of malpractice will be handled with strict confidentiality to protect the privacy of individuals involved.

Information will only be shared with those who need to know to manage the investigation appropriately.

### **12.2 Protection against Retaliation**

The CSBT Campus strictly prohibits retaliation against anyone who reports malpractice in good faith.

Any member of the campus community who engages in retaliatory behavior will face disciplinary action.

## **13. Policy Review**

This Malpractice Policy will be reviewed annually to ensure it remains relevant and effective.

Feedback from the campus community will be sought to inform any necessary revisions.

## **14. Contact Information**

For further information or to report malpractice, please contact:

Malpractice Officer

[susil@csbt.edu.lk](mailto:susil@csbt.edu.lk). 0312121219

**15. Conclusion**

The CSBT Campus is dedicated to fostering an environment of integrity, fairness, and accountability. By adhering to this Malpractice Policy, we ensure that all members of our community can engage in their academic and professional activities with confidence in the institution's commitment to ethical conduct and justice.