

## Maple STC - Malpractice Policy

### 1. Purpose

This policy outlines how Maple STC defines, detects, and responds to academic and assessment malpractice. We are committed to upholding academic integrity and ensuring that all learners are assessed fairly and honestly.

### 2. What Is Malpractice?

Malpractice refers to any deliberate action by a student, staff member, or representative that compromises the integrity of the teaching, learning, or assessment process.

#### Examples of Student Malpractice include:

1. Plagiarism – submitting someone else's work as your own
2. Collusion – working with others on individual assignments or assessments
3. Using unauthorized materials during an assessment
4. Impersonation – someone else completing a course or exam on your behalf
5. Falsifying coursework or assessment evidence

#### Examples of Staff Malpractice include:

1. Assisting students in cheating or providing answers
2. Altering student records or grades without proper authorization
3. Breaching the confidentiality of assessment materials

### Reporting Suspected Malpractice

Anyone can report malpractice, including students, tutors, and administrative staff. Suspected malpractice must be reported in writing to:

**Email:** [management@maplestc.com](mailto:management@maplestc.com)

**Phone:** +84 (0) 89 9166 156

Reports should include:

- Name of the person(s) involved
- Details of the alleged malpractice
- Evidence or description of the incident
- All reports will be handled confidentially.

### 4. Investigation Process

Once reported, Maple STC will acknowledge the complaint within **3 working days**. We will review all relevant materials and request statements from those involved, complete the investigation and provide a decision within **10 working days**. In more serious or complex cases, the process may take longer. If the qualification is awarded by an external body (e.g., ABE), we will also follow their official malpractice procedures.

## 5. Consequences of Malpractice

If malpractice is confirmed, Maple STC may apply one or more of the following actions:

- A written warning
- Requirement to resubmit the assignment
- Grade reduction or voiding of assessment
- Temporary or permanent suspension from the program
- Notification to the awarding body (e.g., ABE)
- Disqualification from receiving a certificate

Appeals may be submitted in line with the **Appeals Policy**.

## 6. Student Responsibilities

All students must submit only original work, follow assessment rules and platform instructions, seek clarification when unsure about academic expectations and maintain honesty in all communications and coursework.

## 7. Policy Review

This policy is reviewed regularly to remain in line with current educational and ethical standards, as per law of Vietnam and regulations of awarding body - ABE. Maple STC reserves the right to update the policy when necessary.

## 8. Contact

For questions or to report malpractice concerns:

**Email:** [management@maplestc.com](mailto:management@maplestc.com)

**Phone:** +84 (0) 899166156