



## The American Institute of Extended Studies (AIES) Malpractice Procedure

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### Introduction

The **AIES** has comprehensive quality assurance procedures. This guidance deals with cases of malpractice and misconduct.

### WHAT IS MALPRACTICE?

Malpractice or misconduct by accredited centers, **AIES** certificate learners or **AIES** external academic moderators is any action which adversely affects the integrity of **AIES** qualifications or the validity of **AIES** Awards.

### EXAMPLES OF MALPRACTICE

#### Accredited Centers

- Persistent failure to implement the recommendations of the Quality Reviewer.
- Persistent failure to implement the recommendations of the academic moderator.
- Persistent failure to provide the academic moderator with sample assessments.
- Refusal to facilitate or repeated cancellation of **AIES** Quality Review visits.
- Failure to adhere to **AIES** requirements for learner registration.
- Fraudulent signing of course pass lists.
- Fraudulent claims for certification.

**If the AIES proves malpractice at an accredited center, that center risks suspension of their accreditation and learner certification.**

#### AIES Certificate Learners:

- Fraudulent claims for certificates
- Plagiarism
- Falsification of practical assessment tasks (this does not refer to center approved simulations)

**If the AIES proves malpractice against a learner, that learner risks the invalidation of their award and an investigation of professional misconduct by the AIES.**

#### AIES External Moderators:

- Failure to make a declaration of interest in an accredited center.
- Disclosure of confidential information about a learner or accredited centers.
- Failure to carry out the moderation task

- Failure to follow the requirements recommendations of the **AIES** in relation to academic moderation

**If the AIES proves malpractice against an AIES external moderator, that moderator risks suspension of their duties by the organization and an investigation of professional misconduct by the AIES where that moderator is a member of the Institute.**

#### **PROCEDURES**

1. An allegation of malpractice must be submitted in writing to the Head of Education within ten working days of an alleged act of malpractice being identified. The written allegation of malpractice must contain the following information:

- Name of person making the allegation of malpractice.
- Name of person or center against which the allegation is being made.
- Clearly specify the grounds for the allegation of malpractice.

The allegation of malpractice will be acknowledged.

2. The person or center against which an allegation of malpractice has been made will be made will be informed in writing by the Head of Education of the allegation. They will be given an opportunity to respond.

3. Where the allegation of malpractice is accepted an investigation will be carried out and the evidence submitted to a Malpractice Panel which will be set up by the Professional Development Board of the **AIES**.

The Malpractice Panel will be made up of:

- Representatives from the Professional Development Board.
- Head of Education and/or Education Officer.

4. The Appeals and Malpractice Panel will be set up within 30 working days of a written appeal being lodged to the **AIES**. Evidence may be collected from the center and/or the **AIES** academic moderator and/or Quality Reviewer and/or external assessor for the center and/or from the certificate learner.

5. The duration of the malpractice investigation process is dependent on the nature and complexity of the investigation.

6. The person or center against which an allegation of malpractice has been made will be notified in writing of the final decision of the Appeals panel within ten working days of the final decision being made.

7. The decision of the Malpractice Panel will be final.

**Where an allegation of malpractice is proved against an individual who is a member of the AIES; an investigation into professional misconduct may be made by the professional body.**