



“Enabling Students to Accomplish their Academic Goal”

Malpractice and Maladministration Policy

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1. Introduction

Bellmont College is committed to maintaining the integrity, fairness, reliability and quality of its academic provision, assessment processes, student support arrangements, operational management and institutional governance. Belmont College recognises that malpractice and maladministration can undermine academic standards, damage public confidence, disadvantage students and weaken trust in higher education if they are not prevented, identified and addressed effectively.

This policy explains how Belmont College prevents, identifies, investigates, resolves and learns from concerns relating to malpractice and maladministration. It is intended to be practical as well as regulatory: it sets out clear expectations for students, staff, directors, contractors, academic partners and third parties, and it shows how concerns are managed through accountable governance, evidence-based decision-making and proportionate corrective action.

Bellmont College currently delivers higher education provision in collaboration with Liverpool Hope University. Under the current partnership, students may receive teaching, support and local services from Belmont College while the award, academic regulations and elements of academic oversight are governed through Liverpool Hope University arrangements, depending on the programme and the applicable partnership framework. Where Liverpool Hope University Academic Regulations, procedures or reporting requirements apply, Belmont College signposts students and staff clearly and cooperates with Liverpool Hope University to protect academic standards and student interests.

Bellmont College is also seeking Office for Students (OfS) approval for its own funding arrangements and wider institutional development. This may affect future academic governance, funding, regulatory reporting, awarding or partnership processes. Any such change is managed carefully and transparently, with student interests, continuity of study, academic standards and fair procedures remaining central to decision-making.

This policy is used alongside Belmont College's academic quality, assessment, complaints, student protection, safeguarding, data protection and risk management framework. Whenever another policy is relevant, this document gives the full policy name in brackets so that students and staff can identify the correct source of supporting guidance.

2. Purpose of the Policy

The purpose of this policy is to establish a clear institution-wide framework for preventing and managing malpractice and maladministration across Belmont College. The policy protects academic standards, supports fair treatment of students and staff, and ensures that concerns are investigated consistently, confidentially and proportionately.

The policy supports Belmont College in distinguishing between individual academic misconduct, staff or operational malpractice, administrative error, systemic procedural weakness and serious institutional risk. It also explains how Belmont College takes corrective action where Belmont College, its staff, a student, a partner or a third party has acted in a way that may compromise the reliability, fairness or integrity of academic or operational processes.

The policy is designed to ensure that all members of Belmont College community understand how concerns can be raised, how they are reviewed, how evidence is considered, what support is available, how outcomes are determined, and how learning

from cases is reported through committees. It also ensures that significant matters are escalated to Liverpool Hope University, awarding bodies, professional bodies, the OfS or other external agencies where required.

3. Scope of the Policy

This policy applies to all students, applicants, staff, directors, contractors, consultants, visiting lecturers, agency workers, volunteers, external assessors, partners and third parties acting for or on behalf of Belmont College. It applies to all higher education and related academic activities delivered by Belmont College, including provision delivered under collaborative arrangements with Liverpool Hope University or any future awarding or validating partner.

The policy covers malpractice and maladministration in admissions, recruitment, enrolment, teaching and learning, assessment, feedback, academic support, student records, student finance administration, complaints, academic appeals, safeguarding referrals, disability and reasonable adjustment processes, quality assurance, committee administration, regulatory reporting, public information, partnership operations and digital learning environments.

This policy does not replace specialist procedures where those procedures are more appropriate. For example, student academic misconduct is normally managed under the (*LTP6 Belmont College Academic Integrity and Misconduct Policy*); staff disciplinary matters under the applicable staff procedure and (*HRP2 Belmont College Employee Handbook*); whistleblowing concerns under the (*QGP7 Belmont College Whistleblowing and Public Concern Policy*); complaints under the (*CAP3 Belmont College Complaint and Appeal Policy and Procedure*); and safeguarding concerns under the (*HSP1 Belmont College Safeguarding and PREVENT Policy*). However, where an issue has features of malpractice, maladministration or institutional risk, this policy may be used alongside those procedures to ensure oversight and corrective action.

4. Regulatory and Legal Framework

This section summarises the main legal, regulatory and sector requirements relevant to malpractice and maladministration.

Framework / Requirement	Application to this policy
Office for Students Conditions B1-B5	Academic experience, support, student outcomes, assessment reliability and standards.
Office for Students Conditions C1-C5	Clear information, fair complaints, student protection and registration requirements where applicable.
Office for Students Conditions E1, E2 and E6	Governance, management, accountability and safe learning environments.

Framework / Requirement	Application to this policy
Higher Education and Research Act 2017	Statutory basis for Office for Students regulation and student interest protection.
UK Quality Code for Higher Education	Quality, standards, assessment integrity, partnership oversight and enhancement.
CMA guidance, Consumer Rights Act 2015 and Consumer Contracts Regulations 2013	Clear information, fair terms, fair treatment and complaint handling.
Equality Act 2010	Non-discrimination, fair treatment and reasonable adjustments.
UK GDPR and Data Protection Act 2018	Lawful, secure and proportionate processing of case records and evidence.
Fraud Act 2006, Bribery Act 2010 and Public Interest Disclosure Act 1998	Fraud, bribery, protected disclosures and serious wrongdoing.
Office of the Independent Adjudicator Good Practice Framework	Fair complaint and appeal handling, decisions and remedies.
Safeguarding, PREVENT and harassment requirements	Safe escalation where harm, coercion, abuse or harassment is identified.
Liverpool Hope University Academic Regulations and partnership requirements	Apply where provision is delivered under Liverpool Hope University arrangements.

5. Definitions and Examples of Malpractice and Maladministration

Malpractice means any deliberate, reckless or improper action, omission or practice that compromises, or could compromise, academic integrity, assessment reliability, governance, regulatory compliance, financial probity, data integrity, student protection or the fair treatment of students. Malpractice may be committed by students, staff, contractors, third parties or others acting in connection with Belmont College business.

Maladministration means poor administration, procedural failure, delay, negligence, inaccurate information, inconsistent decision-making or failure to follow approved procedures. Maladministration may be unintentional, but it can still cause significant unfairness, student detriment, data risk, regulatory risk or loss of confidence.

Academic misconduct is a specific form of academic malpractice by a student or applicant. It includes conduct such as plagiarism, collusion, contract cheating, unauthorised use of artificial intelligence, impersonation, fabrication of data, falsification of evidence, examination misconduct, cheating or submission of work that is not the student's own. Academic misconduct is normally considered under the (*LTP6 Belmont College Academic Integrity and Misconduct Policy*), while systemic or operational issues connected to the case may also be reviewed under this policy.

Administrative error is a mistake in an institutional process, such as inaccurate records, incorrect communication, missed deadlines, failure to upload assessment results, or incorrect application of a regulation. Isolated administrative errors are corrected promptly. Repeated, serious or unmanaged errors may become maladministration.

Serious malpractice or maladministration includes any issue that may affect academic standards, student progression, award outcomes, regulatory compliance, safeguarding, financial integrity, public confidence, or Belmont College's partnership with Liverpool Hope University or any future awarding or regulatory body.

Area	Examples
Academic malpractice	Plagiarism, collusion, contract cheating, impersonation, falsified evidence, unauthorised materials, inappropriate use of generative AI, fabricated research data, or manipulation of assessment processes.
Admissions or recruitment malpractice	Fraudulent qualifications, false identity documents, misleading statements, failure to disclose relevant information, improper pressure on admissions decisions, or inaccurate course information.
Staff or operational malpractice	Falsifying attendance records, manipulating marks, improper disclosure of confidential information, bribery, conflicts of interest, misuse of systems, unauthorised grade changes or failure to report serious concerns.
Maladministration	Unreasonable delay, inaccurate records, failure to follow policy, inconsistent decisions, poor communication, inadequate documentation, mishandling complaints, fee errors or failure to implement reasonable adjustments.

Area	Examples
Partnership-related concerns	Failure to follow Liverpool Hope University Academic Regulations where applicable, late reporting of relevant matters to Liverpool Hope University, incomplete records, inaccurate student information or failure to support Liverpool Hope University oversight requirements.
Digital or data-related concerns	Unauthorised access to systems, mishandling personal data, insecure sharing of evidence, failure to maintain assessment records, online harassment, or digital assessment security weaknesses.

6. Core Principles

Bellmont College manages malpractice and maladministration in accordance with the principles of integrity, fairness, proportionality, transparency, confidentiality, accountability, timely communication, natural justice and continuous improvement.

Integrity means that academic and operational processes are reliable, honest and capable of scrutiny. Fairness means that students and staff understand the concerns raised, have an opportunity to respond where appropriate, and receive decisions based on evidence. Proportionality means that Belmont College distinguishes between minor error, poor practice, serious misconduct and institutional risk, and responds accordingly.

Transparency means that procedures, roles, timescales and outcomes are explained clearly, subject to confidentiality and data protection requirements. Accountability means that concerns, decisions, actions and learning points are recorded and monitored through the relevant governance route. Continuous improvement means that Belmont College does not treat cases only as isolated events; it uses outcomes to strengthen policy, training, systems, student guidance and committee oversight.

7. How this Policy Protects Students and Institutional Integrity Across the Student Journey

Malpractice and maladministration risks can arise at different stages of the student journey. Belmont College uses the following controls to prevent harm and ensure that concerns are identified, investigated and corrected.

Stage	Student protection expectation	Implementation route
Enquiry and recruitment	Students receive accurate information about programmes, costs, awarding arrangements, entry criteria and support. Misleading information is corrected promptly.	Public information review; Recruitment, Admissions and Registry Committee; (<i>QGP5 Belmont College Information Governance, Public Information and Transparency Policy</i>).

Stage	Student protection expectation	Implementation route
Application and admission	Applicants are assessed fairly, records are accurate, and identity, qualifications and evidence are verified.	Admissions checks; documented decisions; fraud escalation; (<i>RAP1 Belmont College Recruitment, Selection and Admission Policy</i>).
Enrolment and induction	Students are told the rules on academic integrity, attendance, assessment, conduct, support, complaints and partnership responsibilities.	Induction records; Student Handbook signposting; (<i>QGP3 Belmont College Student Handbook</i>); (<i>LTP6 Belmont College Academic Integrity and Misconduct Policy</i>).
Teaching and assessment	Assessment is valid, reliable, accessible and secure. Concerns about misconduct or process failure are recorded and investigated.	Learning and Teaching Committee; Quality Committee; assessment moderation; internal verification; external examiner feedback.
Support and student experience	Students are able to raise concerns, access support and receive fair treatment, including reasonable adjustments where required.	Student support; Student Experience Committee / Student Staff Committee; (<i>SWP1 Belmont College Reasonable Adjustment and Special Considerations Policy</i>).
Progression and awards	Marks, progression decisions and award outcomes are accurate and supported by reliable records and authorised processes.	Academic Committee; Quality Committee; Registry checks; partnership reporting to Liverpool Hope University where applicable.
Complaints and redress	Students have clear routes to challenge procedural unfairness, maladministration or service failure.	Complaint review; OIA signposting; trend reporting; (<i>CAP3 Belmont College Complaint and Appeal Policy and Procedure</i>).

8. Prevention, Information and Staff/Student Development

The most effective way to manage malpractice and maladministration is to prevent it. Belmont College provides clear guidance, staff training, student induction, accessible policies and reliable systems so that expectations are understood before concerns arise.

Students receive information about academic integrity, assessment expectations, use of sources, use of artificial intelligence, attendance, engagement, student conduct, complaints, safeguarding and support through induction, programme guidance, Moodle or equivalent learning platforms, academic support sessions and the (*QGP3 Belmont College Student Handbook*). Where Liverpool Hope University Academic Regulations apply, students are signposted to the relevant Liverpool Hope University Student Guide to Regulations and Policies and Liverpool Hope University academic misconduct arrangements.

Staff involved in recruitment, admissions, teaching, assessment, student support, registry, finance, quality assurance or committee work understand the procedures that apply to their role. Belmont College provides role-appropriate training on academic integrity, assessment management, record keeping, data protection, equality, safeguarding, reasonable

adjustments, complaints handling, whistleblowing, conflict of interest and partnership obligations.

Preventive controls include separation of duties where possible, documented decision-making, secure record keeping, assessment moderation, internal verification, public information checks, admissions verification, approval of student-facing communications, and regular committee review of incidents, themes and risk indicators.

9. Academic Integrity, Assessment Practice and Use of Artificial Intelligence

Bellmont College is committed to assessment practice that is valid, reliable, accessible and fair. Students submit work that is their own, acknowledge the work of others, follow assessment instructions, and comply with the rules on collaboration, referencing and use of artificial intelligence. Belmont College makes expectations clear through assessment briefs, academic support and the (*LTP6 Belmont College Academic Integrity and Misconduct Policy*).

Bellmont College recognises that artificial intelligence tools may create opportunities for learning and risks to academic integrity. Students follow the rules set out in assessment instructions and any Belmont College or Liverpool Hope University guidance on permitted and prohibited use. Unauthorised or undisclosed use of artificial intelligence to produce work that is submitted as a student's own may be treated as academic misconduct. Staff design assessments, guidance and marking practices in a way that supports academic integrity and reduces avoidable ambiguity.

Academic concerns may be identified by tutors, markers, internal verifiers, external examiners, students, digital similarity tools, assessment administrators or partner institutions. Concerns are handled carefully and are not prejudged. Students are told what concern has been raised, what evidence is being considered, what procedure applies, and where they can access support. Where the concern relates to Liverpool Hope University regulated provision, Belmont College liaises with Liverpool Hope University in accordance with the applicable academic regulations and partnership arrangements.

Assessment records, marking decisions, moderation outcomes, feedback, extensions, reasonable adjustments and academic integrity decisions are recorded accurately. Weaknesses in assessment administration may constitute maladministration if they create unfairness, delay, loss of evidence or risk to academic standards.

10. Recruitment, Admissions, Records and Operational Integrity

Malpractice and maladministration may occur before a student enrolls. Belmont College ensures that recruitment and admissions activities are fair, transparent, accurate and properly documented in accordance with the (*RAP1 Belmont College Recruitment, Selection and Admission Policy*).

Applicants are required to provide complete, accurate and truthful information. Fraudulent documents, false identity information, misleading statements, undisclosed prior study, false qualifications, plagiarism in admission submissions or failure to disclose relevant information may lead to rejection of an application, withdrawal of an offer, cancellation of registration, referral to Liverpool Hope University or other relevant bodies, or disciplinary action where the applicant has become a student.

Admissions and registry staff maintain accurate records of applications, decisions, interview outcomes, assessment results, verification checks, fee status, enrolment, attendance, engagement, support needs and partnership approvals. Good records are essential for fair decision-making, student support, complaints handling, regulatory reporting and partnership compliance.

Where Bellmont College submits applicant or student information to Liverpool Hope University under collaborative arrangements, Bellmont College ensures that information is checked, complete and submitted within agreed timescales. Any suspected error, inconsistency or fraud affecting partnership records is escalated promptly through the Head of Professional Services and Head of Quality & Operations.

11. Maladministration and Institutional Corrective Action

Bellmont College recognises that maladministration can arise even where there is no deliberate misconduct. Examples include delay, unclear communication, inaccurate information, inconsistent application of rules, failure to make reasonable adjustments, poor record keeping, missed deadlines, incorrect fee information, incorrect assessment administration, failure to follow a complaints process or failure to escalate risk.

Bellmont College seeks to resolve administrative errors promptly and fairly. Where an error has caused or may cause disadvantage, Bellmont College considers appropriate remedial action. This may include correcting records, issuing a clear explanation, apologising, reconsidering a decision, providing additional support, arranging reassessment or deferral where permitted, reviewing fees, making a complaint response, or considering refund or compensation under the *(CAP4 Bellmont College Fees, Refunds and Compensation Policy)* and *(CAP1 Bellmont College Student Protection Plan and Policy)*.

Where maladministration indicates a wider systemic weakness, the responsible manager ensures that an action plan is recorded, monitored and reported to the relevant committee. Repeated or serious maladministration is escalated to the Senior Management Committee and, where material, to the Board of Directors.

12. Reporting, Disclosure and Escalation

Any student, applicant, staff member, director, partner or third party may raise a concern about suspected malpractice or maladministration. Concerns are normally raised with the relevant manager, Programme Coordinator, Admissions Team, Registry, Head of Academic Programmes, Head of Professional Services or Head of Quality & Operations. Where the concern relates to safeguarding, harassment, sexual misconduct, radicalisation, abuse or immediate risk of harm, the matter are escalated under the *(HSP1 Bellmont College Safeguarding and PREVENT Policy)*.

Staff do not ignore suspected malpractice or maladministration. Even where a concern appears minor, it is recorded and considered because patterns may reveal wider risk. Anonymous concerns are considered where there is sufficient information to review the matter, although anonymity may limit Bellmont College's ability to investigate fully.

Whistleblowing concerns relating to serious wrongdoing, fraud, bribery, regulatory breach, concealment of information, serious health and safety risk or public interest matters are raised under the *(QGP7 Bellmont College Whistleblowing and Public Concern Policy)*.

Bellmont College does not tolerate victimisation of anyone who raises a genuine concern in good faith.

Where required, Belmont College reports or consults externally with Liverpool Hope University, awarding bodies, professional bodies, the OfS, the OIA, the police, local safeguarding bodies, the Student Loans Company, HESA, insurers or other relevant organisations. External reporting is managed by authorised staff and complies with data protection requirements.

13. Investigation Procedures

Bellmont College investigates concerns in a fair, confidential and proportionate manner. The precise process may vary according to the nature and seriousness of the concern, the procedure that applies and whether Liverpool Hope University or another partner is required to be involved. The usual stages are set out below.

Stage	How it operates
1. Receipt and logging	The concern is received, acknowledged where appropriate, and logged securely. Immediate safety, safeguarding, assessment or student protection risks are considered.
2. Preliminary review	An authorised manager reviews the concern to determine whether it appears to involve academic misconduct, malpractice, maladministration, safeguarding, whistleblowing, complaint, staff conduct or another process.
3. Risk assessment and temporary measures	Where necessary, temporary measures may be put in place to protect students, staff, evidence, assessment integrity, data security or continuity of study. Such measures are not a determination of guilt.
4. Appointment of investigator	A suitably independent and trained investigator is appointed. The investigator has no conflict of interest and understands the relevant academic, operational or regulatory context.
5. Evidence gathering	Relevant documents, records, communications, assessment evidence, attendance records, system logs, witness statements, interview notes and partner information are gathered securely.
6. Communication with affected persons	Individuals affected by the investigation are given clear information about the nature of the concern, the applicable process, support options, timescales and opportunities to respond.
7. Findings and outcome	The investigator or decision-maker reaches evidence-based findings and recommends or determines appropriate outcomes, sanctions, remedies and corrective actions.
8. Reporting and learning	Outcomes are recorded and themes are reported through committees, with confidential details restricted to those with a legitimate need to know.

Bellmont College aims to complete investigations without unreasonable delay. Complex cases, partnership cases, cases involving multiple procedures or cases requiring external

evidence may take longer. Affected students and staff are kept informed of realistic timescales where appropriate.

Investigations follow the principles of natural justice. This means that decision-makers are impartial, evidence is considered fairly, individuals have a reasonable opportunity to respond, and decisions explain the reasons for the outcome.

14. Outcomes, Sanctions, Remedies and Corrective Action

Outcomes depend on the nature, seriousness, evidence and impact of the concern. Belmont College may find that a concern is not upheld, partially upheld or upheld. It may also find that no individual misconduct occurred but that a process requires correction or improvement.

Student academic misconduct outcomes are normally determined under the (*LTP6 Belmont College Academic Integrity and Misconduct Policy*) and, where applicable, Liverpool Hope University academic misconduct regulations. Outcomes may include advice, warning, requirement to resubmit, mark penalties, failure of assessment, cancellation of credit, referral to an academic misconduct panel or other permitted academic sanction.

Staff malpractice or misconduct is addressed where appropriate through staff procedures, management action, training, suspension, disciplinary action, referral to external authorities, or termination of contract where justified. Any action involving staff is handled confidentially and in accordance with employment law and the applicable staff framework, including the (*HRP2 Belmont College Employee Handbook*).

Maladministration outcomes may include correction of records, reconsideration of a decision, apology, revised communication, policy clarification, staff training, process redesign, system change, audit, additional quality assurance checks, reassessment arrangements, support measures, fee review, refund or compensation where justified under the (*CAP4 Belmont College Fees, Refunds and Compensation Policy*).

Where a concern identifies risk to academic standards, student protection, partnership compliance, regulatory reporting or public confidence, the matter is escalated to the Senior Management Committee and, where material, the Board of Directors.

15. Student Protection, Support and Continuation of Study

Bellmont College seeks to protect students from avoidable detriment arising from malpractice or maladministration. Belmont College prioritises continuation of study, fairness, academic standards, wellbeing and access to support when managing cases.

Where a concern affects students' ability to continue or complete their studies, Belmont College considers mitigation and support arrangements under the (*CAP1 Belmont College Student Protection Plan and Policy*). This may include enhanced academic support, revised assessment arrangements where permitted, corrected records, alternative communication, teach-out or transfer planning, or coordination with Liverpool Hope University where partnership arrangements apply.

Students involved in a case may need academic, wellbeing, safeguarding, disability, financial or independent advice. Belmont College signposts students to relevant support services and makes reasonable adjustments where required in accordance with the (*SWP1 Belmont College Reasonable Adjustment and Special Considerations Policy*).

16. Appeals, Complaints and OIA

Students and applicants may raise concerns about procedural irregularity, unfair treatment, administrative error or maladministration through the (*CAP3 Belmont College Complaint and Appeal Policy and Procedure*), unless a more specific procedure applies. Academic appeals are separate from complaints and are managed under the relevant academic appeals process, including Liverpool Hope University academic appeals procedures where applicable.

There is normally no right of appeal against properly exercised academic judgement. However, students may challenge whether the correct procedure was followed, whether there was material administrative error, whether evidence was considered fairly, or whether there was bias or unreasonable decision-making.

Where internal procedures are completed and the matter falls within the relevant scheme, eligible students are informed of their right to refer the matter to the Office of the Independent Adjudicator. Complaint and appeal themes arising from malpractice or maladministration concerns are reported to the Quality Committee and Senior Management Committee for monitoring and improvement.

17. Equality, Accessibility, Safeguarding, Confidentiality and Data Protection

Bellmont College implements this policy in a fair, inclusive and non-discriminatory way. Belmont College recognises that students and staff may experience procedures differently because of disability, mental health, language barriers, digital access, caring responsibilities, cultural factors, trauma, financial circumstances or other personal circumstances. Belmont College considers reasonable adjustments and support needs throughout the process in accordance with the (*SWP2 Belmont College Equality, Diversity and Inclusion Policy*) and the (*SWP1 Belmont College Reasonable Adjustment and Special Considerations Policy*).

Where a case involves safeguarding, harassment, sexual misconduct, coercion, exploitation, radicalisation, serious welfare concerns or risk of harm, Belmont College acts in accordance with the (*HSP1 Belmont College Safeguarding and PREVENT Policy*). Safeguarding considerations may affect confidentiality, escalation, temporary measures and external reporting.

Information relating to malpractice and maladministration concerns are handled confidentially and shared only with those who have a legitimate need to know. Belmont College processes personal data in accordance with the (*BCP5 Belmont College General Data Protection & Regulation (GDPR) Policy*), UK GDPR and the Data Protection Act 2018. Records are stored securely, retained only for appropriate periods, and used fairly for investigation, support, reporting and quality assurance purposes.

18. Governance and Committee Implementation Framework

Malpractice and maladministration are managed through Belmont College's governance and committee structure. The purpose of this structure is to ensure that concerns are not only investigated but also monitored, acted on, learned from and escalated where necessary.

The implementation model is: identify the concern; protect students and evidence; assess the applicable procedure; investigate fairly; determine an outcome; implement corrective or

preventive action; report themes through the relevant committee; escalate material risks; and close actions only when evidence shows completion. This approach embeds the policy into daily academic and operational practice.

Committee / Body	Governance and oversight responsibility
Board of Directors	Retains ultimate oversight of institutional performance, regulatory compliance, academic quality, student protection, risk and serious incident assurance.
Audit & Risk Committee	Reviews audit, internal control, financial sustainability, risk, compliance and significant malpractice or maladministration risks.
Academic Committee	Acts as the academic authority and oversees academic standards, assessment integrity, quality assurance and academic risks escalated by the Quality Committee.
Senior Management Committee	Leads operational implementation, resourcing, incident response, corrective action, reporting and follow-up across academic and professional services areas.
Quality Committee	Monitors quality assurance, academic quality risks, investigation themes, assessment standards, student outcomes and enhancement actions.
Learning and Teaching Committee	Reviews learning, teaching, assessment practice, academic integrity themes, staff development needs and programme-level actions.
Recruitment, Admissions & Registry Committee	Oversees admissions, registry, student records, public information controls, operational data and escalation of recruitment or records concerns.
Student Staff Committee	Provides a student voice route for student experience, support, communication and policy implementation themes.

19. Roles and Responsibilities

Role	Responsibilities
Board of Directors	Provides governance oversight, challenge and assurance for risk, regulatory compliance, student interests and institutional integrity.
Chief Executive Officer	Holds executive accountability for institutional leadership, effective implementation, resourcing and reporting to the Board of Directors.
Head of Quality & Operations	Owns this policy, oversees quality assurance, coordinates serious case escalation, monitors corrective action and reports through governance routes.
Head of Academic Programmes	Leads academic implementation, assessment integrity, programme-level action, academic investigation input and academic standards protection.
Head of Professional Services	Oversees professional services, recruitment, admissions, registry, student records, operational reporting and student-facing support controls.
Head of IT & Human Resources	Ensures secure digital systems, staff recruitment controls, staff development and employment procedures that support policy implementation.
Programme Coordinator	Coordinates programme-level delivery, staff communication, student support referrals and escalation of academic or operational concerns.
Module Tutors and Academic Support Tutors	Promote academic integrity, identify concerns, maintain accurate records, provide support and refer matters through the correct route.
Student Support and Wellbeing Team	Provides wellbeing, safeguarding, disability, reasonable adjustment and pastoral support where cases affect students.

Role	Responsibilities
Investigating Officer or authorised manager	Reviews evidence impartially, follows the relevant procedure, records decisions and recommends proportionate outcomes or corrective action.
All staff and students	Act honestly, follow College and partner requirements, raise concerns promptly, preserve evidence and cooperate with fair investigations.

20. Training, Monitoring, Audit and Evidence

Bellmont College maintains training and guidance so that staff understand how to prevent, identify, report and manage malpractice and maladministration. Training is proportionate to role and may include academic integrity, assessment reliability, use of artificial intelligence, admissions verification, record keeping, complaints handling, equality, safeguarding, data protection, fraud awareness, conflicts of interest and partnership requirements.

Monitoring includes academic misconduct data, complaints and appeals themes, admissions and registry audits, assessment board issues, internal verification reports, external examiner feedback, student feedback, equality analysis, safeguarding themes, data protection incidents, risk register review, audit findings and committee action tracking.

Evidence retained by Belmont College may include training records, case logs, investigation reports, decision letters, committee minutes, action plans, assessment records, admissions verification records, audit reports, risk register entries, complaint reports, appeals reports, external examiner reports, data protection records and evidence of corrective action. This evidence demonstrates that the policy is implemented through governance and practice, not only stated in written form.

21. Records Management, Data Protection and Reporting

Records relating to malpractice and maladministration are accurate, secure, proportionate and accessible only to authorised staff. Records explain the nature of the concern, evidence considered, decisions reached, reasons for decisions, actions required, communications issued and any reporting or escalation undertaken.

Personal data and special category data are handled in accordance with the *(BCP5 Belmont College General Data Protection & Regulation (GDPR) Policy)*. Evidence is not circulated more widely than necessary. Committee reports are normally anonymised or aggregated unless identifiable information is required for a legitimate governance purpose.

Where a concern may require notification to Liverpool Hope University, an awarding body, professional body, the OfS, the OIA, the police, safeguarding partners, insurers, HESA, the Student Loans Company or another external organisation, the Head of Quality & Operations coordinates advice and reporting with the relevant senior manager.

22. Conclusion

Bellmont College is committed to maintaining academic integrity, operational accountability, procedural fairness and effective governance across all areas of institutional activity. Malpractice and maladministration can have serious consequences for students, staff, academic standards, public confidence and regulatory compliance. This policy therefore provides a clear framework for prevention, reporting, investigation, resolution, monitoring and continuous improvement.

Through this policy, Belmont College undertakes to protect students from avoidable detriment, maintain the credibility of academic processes, support fair and transparent decision-making, and respond proportionately when concerns arise. Belmont College continues to work with Liverpool Hope University under current partnership arrangements and updates processes as necessary if future OfS funding approval or institutional development changes the regulatory or operational context.

Bellmont College ensures that any future transition is managed responsibly, transparently and with student interests, academic standards and institutional integrity at the centre of decision-making.

Bellmont College Malpractice and Maladministration Policy					
Version	Date	Author(s)	Amendments	Approved by	Next review
1	March 2023	Head of Quality & Operations	New Document	Board of Governors	February 2024
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