

MALPRACTICE & PLAGIARISM POLICY

1. POLICY STATEMENT

UE Academy maintains a zero-tolerance stance toward any form of academic dishonesty or administrative misconduct. It is the policy of this Academy to uphold the highest standards of integrity in all assessments. We are committed to identifying, investigating, and penalizing any act that compromises the validity of our qualifications, ensuring that every BUEA graduate has earned their credentials through genuine effort and competence.

2. DEFINITIONS

- **Plagiarism:** Passing off someone else's work, ideas, or images as your own without proper acknowledgment or citation. This includes "copy-pasting" from the internet or AI tools.
- **Malpractice:** Any act by a learner that gives them an unfair advantage (e.g., cheating in exams, collusion with other students, or impersonation).
- **Maladministration:** Any act by a staff member or trainer that compromises the assessment process (e.g., giving students the answers, altering grades, or failing to verify IDs).

3. PREVENTATIVE MEASURES

To minimize the risk of dishonesty, BUEA Academy implements:

- **Originality Software:** All digital coursework is screened through plagiarism detection tools.
- **Identity Verification:** Mandatory government ID checks (Passport/Iqama) for all exam candidates.
- **Authentication Statements:** Every learner must sign a "Declaration of Authenticity" for every assignment submitted.
- **Secure Environment:** Strict invigilation (proctoring) for all physical and remote examinations.

4. INVESTIGATION & DISCIPLINARY PROCEDURE

When a suspected case of malpractice is identified:

1. **Immediate Stay:** The assessment result is withheld, and a "Stay of Certification" is issued.
2. **Formal Inquiry:** The **Quality Assurance Manager** conducts an investigation, gathering evidence and interviewing the involved parties.
3. **The Panel Hearing:** An internal disciplinary committee reviews the findings.
4. **Sanctions:** Depending on the severity, penalties may include:

- A formal warning.
- Disqualification from the specific unit/module.
- Permanent ban from all BUEA Academy programs.
- Reporting the incident to the **External Awarding Body** (e.g., NEBOSH, IOSH) and the **MHRSD** in KSA.

5. JURISDICTIONAL COMPLIANCE

- **United Kingdom:** Fully compliant with **Ofqual** General Conditions and the **Joint Council for Qualifications (JCQ)** standards for preventing malpractice.
- **Kingdom of Saudi Arabia:** Supporting the **Anti-Fraud** initiatives of the Saudi government and ensuring alignment with the **National Center for eLearning (NELC)** integrity standards.

Chief Executive Officer / Director BUEA Academy

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