

Svítání, z.s.

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Malpractice and Maladministration Policy

Policy Statement Svítání, z.s. - Academy of Equine Assisted Services is committed to maintaining the highest standards of integrity and quality in all aspects of its operations. This policy outlines the procedures for identifying, investigating, and addressing instances of malpractice or maladministration to ensure transparency, accountability, and compliance with regulatory requirements.

Definitions

1. **Malpractice:** Any action, intentional or unintentional, that compromises the integrity, validity, or fairness of the Svítání, z.s. operations, assessments, or certification processes. Examples include:
 - Plagiarism, collusion, or cheating by students.
 - Fraudulent activities, such as falsifying records or certificates.
 - Improper conduct by staff or lecturers that undermines assessment integrity.
 2. **Maladministration:** Any action or inaction that results in non-compliance with administrative processes or procedures. Examples include:
 - Errors in record-keeping or reporting.
 - Failure to follow assessment or course delivery protocols.
 - Delays in providing required information or services.
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Principles

1. **Integrity:** Ensuring that all activities are conducted ethically and in compliance with established standards.
2. **Fairness:** Investigating all instances of malpractice or maladministration impartially and objectively.
3. **Accountability:** Taking appropriate actions to address identified issues and prevent recurrence.

Procedures

1. Reporting Malpractice or Maladministration

- **Students:**
 - Concerns should be reported to the course coordinator or a Věra Lantelme-Faisan in writing.
 - Reports should include specific details, such as dates, individuals involved, and evidence where possible.
- **Staff and Lecturers:**
 - Concerns should be reported directly to Věra Lantelme-Faisan or an appointed investigator.
 - Anonymity will be respected where requested.

2. Investigation Process

1. Acknowledgement:

- The Svítání, z.s. will acknowledge receipt of the report within five working days.

2. Preliminary Review:

- A designated investigator will conduct an initial review to determine the validity of the report.

3. Formal Investigation:

- If required, a detailed investigation will be initiated, involving interviews with relevant parties and a review of evidence.

4. Outcome and Actions:

- The findings will be documented, and appropriate actions will be taken, which may include:
 - Corrective actions, such as re-assessments or process improvements.
 - Disciplinary actions, where applicable.
 - Reporting to relevant authorities, if necessary.

3. Preventative Measures

- Clear communication of policies and procedures to all students, staff, and lecturers.
- Regular training on ethical practices, compliance, and administrative processes.
- Periodic audits of administrative and assessment processes to identify and address potential vulnerabilities.

4. Appeals

- Individuals who disagree with the outcome of an investigation may appeal in writing within 10 working days.
- Appeals will be reviewed by an independent member of the Svítání, z.s. leadership, with a final decision communicated within 20 working days.

Monitoring and Review

- Records of malpractice and maladministration cases will be maintained and reviewed to identify patterns or recurring issues.
- This policy will be reviewed annually to ensure its relevance and effectiveness.

Approval and Implementation This policy has been approved by the leadership of Svítání, z.s. and applies to all students, staff, and contracted lecturers engaged with the organisation.

Date: 25 January 2025

Created by Věra Lantelme-Faisan and Audrey Darby

Date Reviewed	Reviewed by	Due for review