



MAS EDUCATION CENTER

No. 17 (A), Pan Hlaing Avenue, Pan Hlaing Street, Sanchaung Township,
Yangon, Myanmar.

Phone : (95) 977 9922 386, 977 9922 387

Email : info@mas-education.com

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MAS MALPRACTICE POLICIES AND PROCEDURES

Policy Number – MASP02

Effective Date – 01/01/2024

Last reviewed Date – 31/07/2024

Summary – Maintaining the highest standards of academic and professional integrity

1. Policy Statement

This policy outlines the standards of academic and professional integrity expected of all students, staff, and everyone at MAS Education Center's community. It establishes procedures for addressing allegations of malpractice, ensuring fairness and consistency in handling such cases.

2. Definition of Malpractice

Malpractice includes -

Cheating - Using unauthorized materials, information, or assistance during examinations or assignments.

Fabrication - Falsifying data, research, or any academic or professional documentation.

Collusion - Unauthorized collaboration between individuals or groups in the completion of assessments or assignments.

Bribery - Offering, giving, receiving, or soliciting anything of value to influence the outcome of an assessment or decision.

Professional Misconduct - Engaging in unethical behaviours or violating professional standards in internships, practicums, or any professional setting related to the accountancy field.



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3. Prevention of Malpractice

Education and Awareness - All students and staff must be educated on the standards of academic and professional integrity through orientation sessions, workshops, and regular reminders.

Clear Communication - Assessment guidelines, including acceptable collaboration, citation standards, and the use of external resources, must be clearly communicated to students.

4. Reporting Malpractice

Who Can Report?

Any member of the school community, including students, and staff, may report suspected malpractice.

How to Report?

Reports of malpractice should be submitted in writing to the designated Malpractice Officer or through the online reporting system. Reports should include detailed information, including the nature of the malpractice, evidence, and any witnesses.

Confidentiality

All reports of malpractice will be handled confidentially, and the identity of the reporting individual will be protected to the extent possible.

5. Investigation Procedures

Initial Review - The Malpractice Officer will conduct an initial review of the report to determine whether there is sufficient evidence to warrant a formal investigation.

Formal Investigation - If the initial review finds sufficient evidence, a formal investigation will be conducted. This may involve interviewing the accused, witnesses, and reviewing relevant documentation.



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Temporary Measures - In cases where the accused student's continued participation could cause harm or further misconduct, temporary measures, such as suspension from assessments, may be implemented.

6. Decision and Suspension

Decision - The findings of the investigation will be reviewed by the Malpractice Committee, which will determine whether malpractice occurred and recommend appropriate suspension.

Suspension - Suspension may include, but are not limited to:

Written warning

Reduction in grade or failure of the assessment

Suspension or expulsion

Revocation of academic or professional credentials (in severe cases)

Notification - The accused will be notified in writing of the decision and any sanctions imposed. The decision will also be recorded in the student's academic file.

7. Record Keeping

All records related to malpractice reports, investigations, and decisions will be maintained by the Malpractice Officer and kept confidential. These records will be retained for a minimum of five years.

8. Review and Updates

We will regularly monitor and review our practices to ensure compliance with this policy and to identify areas for improvement. Feedback from staff, students, and other stakeholders will be considered in the ongoing development of our malpractice policies and procedures.