

Malpractice and Maladministration Policy

Purpose

At Armenian Wine School (AWS), we are committed to upholding the integrity of WSET qualifications and protecting our students' learning experience. This Malpractice and Maladministration Policy ensures that AWS complies with both our internal procedures and WSET's requirements and provides a clear framework for identifying, reporting, and managing instances of actual or potential malpractice or maladministration.

Definitions

Non-compliance with WSET or AWS policies can fall into two categories:

Maladministration is unintentional non-compliance, often due to error, carelessness, poor processes, or inexperience.

Malpractice is intentional non-compliance or reckless behavior that disregards the consequences.

While distinct, the two can overlap. For instance, repeated maladministration or failure to act on corrective measures can constitute malpractice. Each case will be considered in context, based on specific facts and circumstances.

Examples of Malpractice and Maladministration

Malpractice and maladministration can occur in many ways, including some not yet identified. Below are some examples:

Examples by Students:

- Cheating or assisting others to cheat (including use of unauthorized materials or devices)
- Plagiarism in any form
- Disruptive behavior during an exam
- Impersonation or forgery of signatures
- Unauthorized access, reading, or distribution of exam papers
- Breach of confidentiality
- Any action likely to lead to an adverse effect

AWS also expects respectful and professional behavior at all times. Verbal abuse, threats, or unreasonable demands made towards staff may also be reported to WSET.

Reporting and Investigation

AWS is required to report any potential malpractice or maladministration incidents to WSET immediately so that they can investigate. AWS does not conduct its own formal investigation but will cooperate fully with WSET's process.

AWS keeps records of all suspected or actual non-compliance and will notify WSET of any issues without delay.

Students who witness or suspect malpractice or maladministration should raise their concern as soon as possible via AWS's Complaints Policy. Reports should include the names of those involved, dates, a description of the incident, and any supporting evidence.

WSET may contact AWS or the student directly to request further information. All parties are expected to respond honestly and promptly.

Sanctions

If WSET concludes that malpractice or maladministration has occurred, it will apply proportionate sanctions. Sanctions aim to minimize the impact on unaffected students, but may involve the disallowance of results or revocation of certificates.

Student Sanctions May Include:

- Written Warning: Formal notice outlining consequences for repeat offenses.
- Exam Result Declared Null and Void: Invalidating results and recalling certificates.
- Disqualification from a Qualification: Exclusion from the relevant qualification and from further WSET study for 12 months.
- Full Student Disqualification: Ban from any future WSET qualifications or courses.
- Loss of Postnominals or Logos: Students may lose the right to use WSET-related postnominals or logos if their actions bring WSET into disrepute.

Appeals

Students may appeal any penalties or sanctions imposed by WSET under this policy. All appeals should follow the procedures set out in the WSET Complaints Policy.