



## **Policy on Preventing Staff Malpractice**

### **1. Introduction**

The European Research University (ERUNI) is committed to maintaining the highest standards of integrity and professionalism in all its operations. This policy outlines the measures in place to prevent staff malpractice and maladministration, ensuring that all academic and administrative activities are conducted ethically and in accordance with the ERUNI regulations.

### **2. Purpose**

The purpose of this policy is to:

- Provide clear definitions and examples of staff malpractice and maladministration.
- Establish a transparent process for reporting and investigating allegations.
- Ensure confidentiality and fairness throughout the investigation process.
- Outline the potential disciplinary actions for confirmed cases of malpractice.
- Detail the process for concluding investigations and implementing improvements.

### **3. Definitions**

- **Malpractice:** Any action by a member of staff that compromises the integrity of the ERUNI's operations, including academic dishonesty, fraud, and breaches of confidentiality.
- **Maladministration:** Inefficient or improper administration, including failure to adhere to policies and procedures, leading to errors or poor practice.

## **4. Examples of Staff Malpractice and Maladministration**

### **4.1 Malpractice**

- Falsification of academic records.
- Unauthorized disclosure of confidential information.
- Plagiarism or facilitating academic dishonesty.
- Fraudulent financial activities.



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## 4.2 Maladministration

- Failure to follow assessment procedures.
- Mismanagement of student records.
- Inefficient handling of administrative duties.
- Non-compliance with ERUNI policies and procedures.

## 5. Reporting Allegations

### 5.1 Making an Allegation

- Who Can Report: Any member of the ERUNI community (students, staff, or external partners) can report suspected malpractice or maladministration.
- How to Report: Allegations can be reported in writing via email, or a formal complaint form available on the ERUNI website (see Annex 1).
- Where to Report: Allegations should be submitted to the Head of the Rector's Office.

### 5.2 Initial Assessment

- Upon receipt of an allegation, the Rector will conduct an initial assessment to determine if there is a case to answer.
- If the allegation warrants further investigation, a formal investigation will be initiated.

## 6. Investigation Process

### 6.1 Appointment of Investigator

- An impartial investigator or investigation team will be appointed by the Rector, typically consisting of senior staff members with no direct involvement in the case.

### 6.2 Protocol of Confidentiality

- All information related to the allegation and investigation will be kept confidential.



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- Only individuals directly involved in the investigation will have access to the details of the case.
- The identity of the complainant will be protected as much as possible.

## 6.3 Investigation Procedure

- The investigation will involve gathering evidence, interviewing relevant parties, and reviewing relevant documents.
- Both the complainant and the subject of the allegation will have the opportunity to present their accounts.

## 6.4 Timelines

- Initial assessment: Within 10 working days of receiving the allegation.
- Formal investigation: Completed within 30 working days of the initial assessment.

## 7. Disciplinary Actions

- Minor Breaches: May result in a formal warning, additional training, or minor administrative changes.
- Serious Breaches: Could lead to suspension, demotion, or termination of employment, depending on the severity of the malpractice or maladministration.
- Legal Action: In cases involving criminal activity, legal action may be pursued.

## 8. Concluding the Investigation

### 8.1 Investigation Report

- A detailed report will be written, summarizing the investigation process, findings, conclusions, and recommended actions.
- The report will include learning points and suggestions for preventing future occurrences.



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## 8.2 Communication of Outcome

- The outcome of the investigation will be communicated to the complainant and the subject of the allegation.
- Any disciplinary actions will be implemented as per the recommendations in the report.

## 8.3 Follow-Up

- The Rector's Office will monitor the implementation of recommendations and improvements.
- A follow-up review will be conducted after six months to assess the effectiveness of the measures taken.

## 9. Continuous Improvement

- Regular training sessions on ethics and integrity will be conducted for all staff.
- Policies and procedures will be reviewed annually to incorporate lessons learned from past incidents.
- Feedback from staff and students will be solicited to enhance the effectiveness of the ERUNI's malpractice prevention measures.

In Ostrava 1<sup>st</sup> September 2023

Assoc. Prof. Zuzana Machová, Ph.D.

Rector



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**Annex 1:**

**European Research University (ERUNI) Staff Malpractice and Maladministration  
Complaint Form**

Please fill out this form to report suspected staff malpractice or maladministration. Ensure that all relevant sections are completed and provide as much detail as possible to facilitate the investigation.

**1. Complainant Information**

- **Name:** \_\_\_\_\_
- **Student/Staff ID:** \_\_\_\_\_
- **Email:** \_\_\_\_\_
- **Phone Number:** \_\_\_\_\_
- **Department/Programme:** \_\_\_\_\_

**2. Details of Allegation**

- **Date of Incident:** \_\_\_\_\_
- **Location of Incident:** \_\_\_\_\_
- **Person(s) Involved:** \_\_\_\_\_

**Description of Allegation**

(Provide a detailed description of the incident, including what happened, when it happened, and who was involved. Attach additional sheets if necessary.)

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**Evidence**

(List and attach any evidence supporting your allegation, such as emails, documents, photographs, or other materials.)

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**Desired Outcome**

(Describe the outcome or resolution you are seeking.)

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**3. Confidentiality**

- **Do you wish to remain anonymous?** (Yes/No): \_\_\_\_\_
- **Confidentiality Request:** (Please specify any confidentiality concerns.)

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**4. Declaration**

I declare that the information provided in this complaint form is true and accurate to the best of my knowledge.

- **Signature:** \_\_\_\_\_
- **Date:** \_\_\_\_\_

**5. Submission**

Submit this form and any supporting documents to the Rector's Office.

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**For Office Use Only:**

- **Date Received:** \_\_\_\_\_
  - **Received By:** \_\_\_\_\_
  - **Complaint Reference Number:** \_\_\_\_\_
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