

Important Note: This Malpractice Policy forms an integral part of and should be read together with the Learner Profile User Agreement (UA).

1. INTRODUCTION

MOTI treats all cases of suspected Malpractice (the term 'Malpractice' in this Policy being used for both malpractice and maladministration) very seriously and will investigate all suspected and reported incidents of possible Malpractice. The purpose of this Policy is to set out how allegations of Malpractice in relation to all services are dealt with. The scope of the policy is to provide:

- 1.1. A definition of Malpractice.
- 1.2. Examples of Learner and MOTI Malpractice.
- 1.3. Possible sanctions that may be imposed in cases of Malpractice.

2. DEFINITION OF MALPRACTICE

For the purpose of this Policy, 'Malpractice' is defined as:

Any act, or failure to act, that threatens or compromises the integrity of MOTI CPD Services or Learner Profile Functionalities and their certification.

This includes:

- 2.1 Maladministration and the failure to maintain appropriate records or systems.
- 2.2 The deliberate falsification of records, documents or awarded Certificates.
- 2.3 Acts of plagiarism or other misconduct.
- 2.4 Any actions that compromise the reputation or authority of MOTI, its employees, or associates. MOTI reserves the right to report all relevant cases of suspected Malpractice to the relevant authority in any country(ies).

3. LEARNER MALPRACTICE

Some examples of Learner Malpractice are described below. These examples are not exhaustive and all incidents of suspected Malpractice, whether or not described below, will be fully investigated, where there are sufficient grounds to do so.

- 3.1. Obtaining access to any CPD Service or Learner Profiles Functionality (or part thereof) without authorisation or in a manner not compliance with the User Agreement ('UA').
- 3.2. Arranging for an Individual other yourself to undertake any CPD Service on your Learner Profile.
- 3.3. Impersonating another Learner in any way.
- 3.4. Collaborating with another Learner or Individual to undertake a multiple choice test.
- 3.5. Posting of inappropriate or offensive Learner Content.
- 3.6. Producing, using or allowing the use of forged or falsified documentation
- 3.7. Misrepresentation or plagiarism of an awarded Certificate.
- 3.8. Any other breach of the UA and the MOTI Policies appended thereto (including this Policy).

4. MOTI OR TRAINER MALPRACTICE

Examples of malpractice by MOTI employees and/or partnered Trainers are listed below. These examples are not exhaustive and all incidents of suspected malpractice, whether or not described below, will be fully investigated, where there are sufficient grounds to do so.

- 4.1. Failure to adhere to the relevant regulations and procedures.
- 4.2. Knowingly allowing an individual to impersonate a Learner or Trainer.
- 4.3. Any other breach of the MOTI Employee Code of Conduct and Conditions of Employment.
- 4.4. Any other breach of the related Trainer Agreement.

5. MALPRACTICE SANCTIONS

Following an investigation, if a case of Malpractice is upheld, MOTI may at its sole discretion impose sanctions or other penalties on the individual(s) concerned. Where relevant we will report the matter and may impose one or more sanctions upon the Individual(s) or Entity(ies) concerned. Any sanctions imposed will reflect the seriousness of the malpractice that has occurred

6. IDENTIFYING MALPRACTICE AND INVESTIGATION

- 6.1. MOTI may proactively identify any suspected case of Malpractice and, at its sole discretion, initiate an investigation in regards the same.
- 6.2. Any Individual or Entity may report a suspected case of Malpractice to MOTI in writing through the contact details provided below. Upon receipt of such report, MOTI shall, at its sole discretion, determine if the report submitted is sufficient to warrant an investigation and, if it so decides, will undertake a Malpractice investigation accordingly.
- 6.3. MOTI will, on a case-by-case basis, at its sole discretion determine the scope and process to be used in each investigation, subject always to the provisions of the related UA.
- 6.4. The initiation of an investigation may result in the Suspension of one or more Profiles, as defined in the related UA(s).

7. HOW TO CONTACT MOTI

- 4.1 You can contact MOTI by post, email or telephone if you have any questions about this Policy or to make a report.
- 4.2 MOTI can be contacted by:
 - 4.1.1 Email: websupport@mysophia.eu
 - 4.1.2 Telephone: +357-22-040220
 - 4.1.3 Post or Physical: Diagoras House, 16 Panteli Katelari Street, 1306, Nicosia, Cyprus