

6. Malpractice or Maladministration Procedure

Malpractice and Maladministration are defined under the Malpractice/Maladministration Policy and any allegations of such should be dealt with as follows:

6.1 Procedure

- 6.1.1 All allegations made under the policy must be made in writing with all supporting documentation to ATSL within 14 days of the incident complained of.
- 6.1.2 Any incidence of malpractice or maladministration will be treated very seriously. All matters of malpractice of maladministration will be referred to LANTRA .
- 6.1.3 Where an allegation is raised *against* a student (Respondent) under this policy ATSL will acknowledge the allegation within 5 days and inform the Respondent and LANTRA within 5 days of the allegation. The Respondent will be invited to reply to the allegation and offer an explanation where relevant. The Respondent's reply will be communicated to LANTRA.
- 6.1.4 Where an allegation is raised against ATSL under this policy ATSL will acknowledge the allegation and inform LANTRA of the allegation within 5 days.
- 6.1.5 ATSL will advise the complainant and/or student concerned of LANTRA's decision within 14 days or other date within a reasonable time according to the progress of the LANTRA investigation
- 6.1.6 Written feedback will be provided