

# Triagon Academy

## Code of Ethics and Conduct

Version 2.0

This Code establishes Triagon Academy's institutional framework for ethical conduct, academic integrity, and responsible institutional behaviour. It sets out the values, principles, standards, and arrangements that govern the conduct of the Academy's community in teaching, supervision, assessment, research, governance, administration, public information, information management, and the digital learning environment.

It applies to members of governance bodies, officers, academic and professional staff, students, external examiners, reviewers, contractors, service providers, and partners acting for or on behalf of Triagon Academy. It establishes requirements for academic freedom, integrity, respect, fairness, responsible use of technology, conflicts-of-interest management, reporting of concerns, procedural fairness, and institutional accountability.

This Code shall be read together with the Constitution of Triagon Academy, the study contract, assessment regulations, admission and recognition-of-prior-learning provisions, doctoral regulations, research-ethics arrangements, the Regulation on the Appointment and Promotion of Academic Staff, the Policy on the Use of Artificial Intelligence, data-protection and information-management provisions, employment and equality arrangements, and the Academy's quality-assurance framework.

### DOCUMENT CONTROL

|                      |                                                                                                                                                                     |
|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Document type</b> | Institutional Code                                                                                                                                                  |
| <b>Version</b>       | 2.0                                                                                                                                                                 |
| <b>Status</b>        | Revised and consolidated Code of Ethics and Conduct, integrating the former Code of Ethics and deemed effective by the Office of the President on 1 September 2026. |
| <b>Owner</b>         | Office of the President of Triagon Academy                                                                                                                          |

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## Statement on the Use of Artificial Intelligence

### Transparency Statement

Artificial intelligence tools were used in the preparation of this Code solely to support formatting, editorial refinement, language review, structural consistency, and proofreading. All outputs were subject to human review and oversight.

Artificial intelligence tools were not used as a substitute for the judgement, authority, or decision-making responsibility of Triagon Academy, the Senate, or any other competent institutional body. The final content, approval, interpretation, implementation, and responsibility for this Code rest exclusively with the responsible authorities of Triagon Academy.

## Preamble

Triagon Academy exists to open rigorous academic pathways to people whose talent, knowledge, and professional experience have often been developed outside conventional university routes. Its students are frequently adults in employment, with family, professional, and other responsibilities, who study primarily online and bring their own working contexts into assessment, research, and academic discussion.

That relationship depends on trust: the trust of students that they will be treated fairly and assessed on the merit of their own work; the trust of staff that academic judgement can be exercised independently and responsibly; and the trust of employers, recognition authorities, partners, and the public that a Triagon Academy award represents genuine learning and valid academic achievement. Ethical conduct is therefore not supplementary to academic quality. It is a condition of the Academy's academic standing, the integrity of its awards, and the confidence placed in it by those whom it serves.

This Code of Ethics and Conduct brings together Triagon Academy's ethical commitments and its expectations of professional, academic, and institutional behaviour. It expresses the values, principles, and standards that govern the conduct of the Triagon Academy community in teaching, supervision, assessment, research, governance, administration, institutional representation, information management, and the digital learning environment.

The Code is designed for the environment in which Triagon Academy operates: online learning; doctoral and research activity; assessment practices affected by the availability of generative artificial intelligence; academic work undertaken by freelance, part-time, sessional, and visiting staff; provision and services supported across more than one jurisdiction; and the use of specialist external providers and partners. In every setting, the same commitments to integrity, fairness, respect, academic freedom, responsible use of technology, and accountability apply.

This Code is adopted in accordance with the Constitution of Triagon Academy. It shall be read together with the Academy's regulations, policies, procedures, contracts, and quality-assurance arrangements. Where a matter requires detailed procedure or a formal decision, the applicable institutional instru-

ment governs the handling of that matter, subject always to the ethical principles and standards established by this Code.

This Code supersedes the previous Code of Ethics and consolidates Triagon Academy's institutional framework for ethics and conduct. It is a public institutional document and shall be published in a readily accessible form, provided to members of the Triagon Academy community on joining, and supported through induction, guidance, and periodic review. The Office of the President shall coordinate its implementation and institutional oversight, subject to the authority of the Senate and to the independent remit of established procedures and bodies. Where a matter requires independent consideration outside the ordinary remit of an existing institutional body or procedure, an ad hoc Ethics Panel may be convened in accordance with this Code.

## § 1 Purpose, Scope and Application

### (1) Subject matter

This Code establishes Triagon Academy's institutional framework for ethical conduct, academic integrity, and responsible institutional behaviour. It sets out the ethical values, principles, standards of conduct, and implementation arrangements that apply to teaching, supervision, assessment, research, governance, administration, public information, information management, and institutional activity in the digital learning environment.

The Code defends academic freedom and ethical integrity. It establishes the standards expected of the Triagon Academy community and the arrangements through which those standards are promoted, supported, monitored, and addressed where a concern or alleged breach arises.

### (2) Persons bound

This Code binds all members of the Triagon Academy community, including:

- Members of the Board of Trustees, the Senate, and every other governance body;
- The President, the Executive Dean, the Director of Administration, and all persons holding leadership or officer roles;
- Academic staff, whether employed, freelance, part-time, sessional, or holding the category of Adjunct Professor;
- Administrative and technical staff;
- Students at every level of study; and
- External examiners, reviewers, and members of examination or doctoral panels.

### **(3) External providers and partners**

This Code applies, insofar as relevant to the service or activity concerned, to persons and organisations acting for or on behalf of Triagon Academy under a contract, partnership, or other formal arrangement. This includes service providers supporting marketing, recruitment, counselling, library services, information technology, student administration, or other institutional activity, and partner organisations delivering or supporting Triagon Academy provision in other jurisdictions.

Contracts and other formal arrangements with such parties shall require adherence to the applicable standards of this Code. Triagon Academy's own responsibility for the conduct concerned is not diminished by the use of an external provider, service partner, or other contractual arrangement.

### **(4) Settings covered**

This Code applies to conduct in all settings in which Triagon Academy carries out academic, administrative, governance, research, or related institutional activity. This includes live online teaching sessions, learning platforms, institutional information systems, assessments conducted without the candidate and relevant assessor or invigilator being physically co-located, electronic correspondence, social or digital communication connected with institutional activity, meetings, events, and physical premises used for institutional purposes.

The Code applies irrespective of the country from which the person concerned participates or in which the relevant activity, service, provider, partner, or institutional function is located, subject to applicable law.

### **(5) Related instruments**

This Code shall be read and applied together with the Constitution of Triagon Academy, the study contract, assessment regulations, admission and recognition of prior learning provisions, doctoral regulations, research-ethics arrangements, the Regulation on the Appointment and Promotion of Academic Staff, the Policy on the Use of Artificial Intelligence, data-protection and information-management provisions, employment and equality arrangements, and the quality-assurance framework.

## **(6) Relationship with other documents**

Where this Code and another institutional document address the same matter, this Code establishes the applicable ethical principle or standard. The other institutional document governs the relevant process, procedure, decision-making authority, contractual consequence, or remedy.

Nothing in this Code displaces the independent remit of the Research Project Ethics Board or another established body responsible for research-ethics clearance or oversight. Nor does it replace or interfere with procedures governing academic misconduct, staff disciplinary matters, student complaints, appeals, data protection, safeguarding, or another matter assigned to a competent institutional authority.

Where a genuine inconsistency between this Code and another institutional document arises, it shall be addressed through the appropriate institutional governance route and referred to the Senate for resolution where necessary.

## **(7) Applicable law**

Nothing in this Code limits any right or obligation arising under the law of Malta or any other applicable law.

# **§ 2 Fundamental Values**

### **Ethical conduct and academic quality**

Ethical conduct is a condition of academic quality. Triagon Academy protects the integrity of its awards, decisions, research, and public standing through the conduct of every member of its community. The values in this Section inform the interpretation and application of every provision of this Code.

## **(1) Academic freedom**

Triagon Academy defends the freedom of its academic staff and students to teach, learn, conduct research, reach conclusions on the basis of evidence, and express and publish those conclusions without institutional, commercial, political, or other non-academic interference. The scope and limits of academic freedom are set out in Section [§ 4](#).

## **(2) Integrity**

Members of the community shall act honestly and responsibly, describe their work accurately, cite and acknowledge the work of others, and shall not misrepresent evidence, qualifications, results, authorship, institutional status, or any matter relevant to an academic or administrative decision.

### **(3) Respect for persons**

Members of the community shall treat one another with courtesy, dignity, and professional respect. Triagon Academy does not tolerate intolerance, discrimination, harassment, sexual harassment, bullying, intimidation, or abuse of authority, whether directed at students, staff, applicants, partners, or other persons and whether occurring in person or in a digital environment.

### **(4) Respect for diversity**

Triagon Academy values the diversity of its students, staff, and wider academic community, including their cultural, professional, educational, and personal backgrounds. Members of the community shall engage constructively with difference and shall not treat nationality, language, disability, family or caring responsibilities, socio-economic background, professional experience, or a non-traditional route into higher education as a ground for adverse assumption, differential treatment, or disparagement.

### **(5) Fairness**

Decisions affecting students and staff shall be taken on relevant grounds, against published criteria, by persons without a disqualifying interest, and in a manner capable of being explained to the person affected. Like cases shall be treated alike, subject to any lawful and proportionate adjustment required by the circumstances of the individual case.

### **(6) Transparency and accountability**

Triagon Academy shall make its regulations and policies available through institutional channels, publish accurate and appropriately clear information about its provision, and account for the quality of the education it delivers. Members of the community responsible for a decision shall record and communicate the reasons for it where required by this Code, another institutional regulation, or applicable law.

### **(7) Responsibility towards students**

Triagon Academy shall admit students whose profile fits its provision, provide clear information about the nature and status of its qualifications, and make available the academic and administrative support specified in its published arrangements and study contracts. Commercial interest, recruitment targets, retention targets, or fee income shall never be a reason to admit a student who does not meet the applicable requirements, relax an academic requirement, or withhold material information needed for an informed decision.

### **(8) Collegiality and shared responsibility**

Quality and integrity are collective responsibilities. Every member of the community shall uphold this Code, cooperate with lawful institutional processes, contribute to a respectful academic environment, and raise a concern where it appears that this Code has not been upheld. A person who raises a concern in good faith is entitled to the protection provided in Section [§ 18](#).

## (9) Responsible use of technology

Digital tools, systems, and institutional resources shall be used in a manner that respects privacy, protects information and personal data, preserves the validity of assessment, supports accessibility and inclusion, and is transparent to persons affected by their use. The specific requirements governing artificial intelligence, digital conduct, information security, recordings, and institutional systems are set out in Section § 9 and Section § 14.

## § 3 Definitions and Interpretation

### (1) Defined terms

In this Code, the following terms have the meanings set out below.

#### Academic misconduct

Conduct by a student or other person in connection with an academic activity that undermines, or is intended to undermine, the integrity of admission, assessment, examination, research, authorship, or the conferment of an award. Academic misconduct includes plagiarism, collusion, contract cheating, impersonation, fabrication or falsification of material, unauthorised use of artificial intelligence, and any other dishonest practice addressed in this Code, the assessment regulations, the Policy on the Use of Artificial Intelligence, or another applicable institutional instrument.

#### Academic staff

A person engaged by Triagon Academy to teach, supervise, assess, examine, moderate, conduct research, or perform another academic function, whether employed, freelance, part-time, seasonal, visiting, or appointed as an Adjunct Professor.

#### Ad hoc Ethics Panel

A temporary and independently constituted panel convened for a defined ethical matter that requires consideration outside the ordinary remit of an existing institutional body or procedure. An ad hoc Ethics Panel is not a standing committee. Its remit, membership, Chair, timetable, and reporting route shall be recorded in writing when it is established.

#### Artificial intelligence

A computational system capable of generating, analysing, transforming, or making recommendations about text, images, audio, data, code, or other material. The term includes generative artificial intelligence tools and services, whether made available by Triagon Academy or obtained externally.

**Conflict of interest**

A situation in which a personal, familial, financial, professional, academic, or other interest could improperly influence, or could reasonably be perceived as capable of influencing, the impartial exercise of an institutional responsibility, academic judgement, or decision.

**External provider**

A person or organisation that supplies a service to Triagon Academy or acts for or on behalf of the Academy under a contract, partnership, or other formal arrangement. The term includes service providers, recruitment and counselling partners, technology providers, research partners, and organisations supporting or delivering any element of Triagon Academy provision.

**Institutional information**

Information published, communicated, or represented by Triagon Academy or on its behalf concerning the Academy, its legal or accreditation status, programmes, admission, fees, assessment, research, partnerships, staff, student support, outcomes, awards, or other institutional activity.

**Member of the community**

Any person or organisation bound by this Code in accordance with Clause (2) or Clause (3).

**Personal data**

Any information relating to an identified or identifiable natural person. The term shall be interpreted consistently with applicable data-protection law.

**Protected disclosure**

A concern or allegation raised in good faith through an appropriate institutional channel about conduct that may breach this Code, another institutional requirement, the study contract, or applicable law. The protection and handling of protected disclosures are governed by Section § 18.

**Research misconduct**

A serious breach of research integrity, including fabrication or falsification of data or results, plagiarism, material misrepresentation of methods or findings, concealment of a relevant conflict of interest, improper manipulation of authorship, or research conducted without ethics clearance where such clearance was required.

**Research Project Ethics Board**

The institutional body, or other formally designated arrangement, with responsibility for considering applications for research-ethics clearance and, where applicable, for overseeing approved research projects. Its independent remit is not displaced by this Code or by an ad hoc Ethics Panel.

**Responsible institutional function**

The person, office, governance body, or other institutional arrangement with responsibility for the matter concerned under this Code, another institutional instrument, or a decision made through the appropriate institutional governance route. Unless another responsible institutional function is expressly specified, this term refers to the Office of the President.

**(2) Interpretation**

Where a term is not defined in this Code, it shall be interpreted in accordance with the Constitution of Triagon Academy, applicable law, recognised European higher education practice, the quality-assurance framework, and the Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG 2015).

**(3) Departures from normal requirements**

Where this Code provides that an action shall normally be taken, a departure may be made only where justified by the circumstances of the case, consistent with the purpose and principles of this Code, compliant with applicable law, and recorded in the relevant decision record.

**§ 4 Academic Freedom****Academic freedom**

Academic freedom is foundational to Triagon Academy. It protects the independence of teaching, learning, research, and scholarly expression while requiring integrity, respect for persons, appropriate academic standards, and compliance with applicable law.

**(1) Institutional commitment**

Triagon Academy affirms academic freedom as a foundational value and shall protect it in its governance, contracts, academic arrangements, and partnerships.

**(2) Freedom in teaching**

Academic staff are free to determine the content and method of their teaching within the approved learning outcomes, academic standards, and assessment framework of the relevant module; to select scholarly sources; to express reasoned professional judgement; and to disagree openly with institutional positions in scholarly and professional fora.

**(3) Freedom in research**

Researchers, including doctoral candidates, are free to develop and pursue research questions, methods, analyses, and conclusions without institutional, commercial, political, supervisory, funder, or other non-academic interference.

The exercise of that freedom is subject to applicable law, research-ethics requirements where applicable, research-integrity requirements, and legitimate academic requirements concerning scholarly quality, methodological rigour, feasibility, supervisory capacity, disciplinary standards, and the approved requirements of the relevant programme or research proposal.

Academic judgement may therefore require a research question, design, method, or proposal to be revised, deferred, or not approved where it cannot reasonably support valid, ethical, rigorous, feasible, or assessable research. Such judgement shall be exercised on academic grounds, against applicable criteria, and in a manner capable of being explained to the researcher or candidate concerned.

Neither Triagon Academy, a supervisor, a funder, nor an employer of a candidate may require a conclusion to be altered, suppressed, or withheld from publication for non-academic reasons.

#### **(4) Freedom in learning**

Students are free to express and defend academic positions, including positions critical of the institution, without disadvantage in assessment. Assessment shall be based on the quality of reasoning and evidence and shall never be influenced by agreement or disagreement with the assessor.

#### **(5) Limits and responsibilities**

Academic freedom does not authorise conduct that breaches this Code, including discrimination, harassment, research misconduct, misuse of personal data, or misrepresentation of evidence. It does not exempt a person from the professional obligations of the relevant discipline, legitimate academic requirements, the approved requirements of a programme or module, or applicable law.

#### **(6) Protection in agreements**

No partnership, sponsorship, franchise, funding, employment, service, or other agreement entered into by Triagon Academy shall contain a term that restricts the academic freedom of Triagon Academy staff or students, or permits a third party to approve, delay, or suppress research findings on non-academic grounds.

Where a research partner requires a temporary confidentiality period for legitimate commercial, legal, intellectual-property, or data-protection reasons, that period shall be limited, agreed in writing in advance, and recorded. It shall not prevent the researcher from reaching, retaining, or ultimately publishing an academically independent conclusion.

#### **(7) Raising a concern**

A member of the community who considers that academic freedom has been infringed may raise the matter through any reporting route specified in Section [§ 18](#). No person shall suffer disadvantage for raising such a concern in good faith.

## § 5 Standards of Conduct and the Learning Environment

### A respectful learning environment

A respectful learning environment is a shared responsibility. Triagon Academy expects every member of its community to contribute to an environment in which academic discussion can be rigorous, disagreement can be expressed constructively, and all persons can participate without intimidation, discrimination, harassment, or abuse of authority.

#### (1) Professional conduct

Every member of the community shall act with honesty, courtesy, and professional respect towards students, colleagues, applicants, partners, and the public.

#### (2) Equality and non-discrimination

Triagon Academy does not tolerate discrimination or unequal treatment on grounds of sex, gender, age, disability, ethnic or national origin, language, religion or belief, sexual orientation, family or caring responsibilities, socio-economic background, professional experience, or educational route into higher education.

The Academy recognises that many of its students enter through non-traditional educational and professional routes. Such a route is never a legitimate ground for adverse assumption, differential treatment, or disparaging judgement about a person's ability, potential, or academic standing.

#### (3) Harassment, bullying, and abuse of authority

Harassment, sexual harassment, bullying, intimidation, humiliation, victimisation, and abuse of a position of authority are prohibited. This applies equally to conduct in live online sessions, chat and forum environments, electronic correspondence, social or digital communication connected with institutional activity, meetings, events, and any physical setting used for institutional activity.

Alleged breaches of this clause shall be handled under the applicable institutional procedure. A serious, deliberate, or repeated breach by a student may result in an outcome affecting the student's participation or continuation in study, including suspension, termination of the study relationship, or exmatriculation, in accordance with Section § 19, the study contract, applicable regulations, and law.

#### (4) Respectful academic disagreement

Members of the community shall not publish, forward, display, or communicate material that degrades, demeans, humiliates, or threatens another person. Nor shall institutional channels be used to pursue personal disputes, intimidate another person, or interfere improperly with an institutional process.

Robust academic disagreement, including disagreement with institutional positions or decisions, is not harassment where it is expressed with respect for the person and in accordance with this Code.

Rigorous, evidence-based, and constructive disagreement is expected within an academic community.

#### **(5) Exercise of authority**

Persons in positions of authority over students or staff, including lecturers, tutors, supervisors, examiners, School Directors, members of governance bodies, and institutional officers, shall exercise that authority fairly, proportionately, and only for proper institutional purposes.

They shall remain alert to the effect of the authority relationship on another person's freedom to decline, disagree, seek advice, raise a concern, or participate in an institutional process. No person shall use, or appear to use, an institutional position to secure a personal advantage or to influence an academic or administrative outcome improperly.

#### **(6) Confidentiality**

Members of the community shall protect the confidentiality of information obtained through their institutional role, including student circumstances, assessment deliberations, personal data, information received in confidence, and the proceedings of governance, examination, and other institutional bodies.

Confidential information shall be used, accessed, retained, and disclosed only where this is authorised by an applicable institutional instrument, necessary for the proper performance of an institutional role, required for a fair procedure, or required by applicable law.

#### **(7) Institutional resources**

Institutional resources, including accounts, systems, learning materials, data, facilities, the Academy's name and marks, and other institutional property, shall be used only for authorised institutional purposes or other purposes expressly permitted by Triagon Academy.

They shall not be used for unauthorised personal commercial gain, unlawful activity, or in a manner that exposes Triagon Academy, its students, staff, partners, information, systems, or public standing to avoidable risk.

#### **(8) Institutional representation**

Members of the community shall not make a public statement, representation, or commitment on behalf of Triagon Academy unless authorised to do so.

This clause does not restrict the expression of personal, professional, or scholarly opinion, including criticism of the Academy, provided that the opinion is not represented as an institutional position and does not otherwise breach this Code, another applicable institutional requirement, or applicable law.

### **(9) Digital learning environment**

The standards in this Section apply in full to the digital learning environment. Members of the community shall use live sessions, learning platforms, chat functions, forums, email, and other institutional digital channels in a manner that protects the dignity, privacy, safety, accessibility, and meaningful academic participation of others.

A lecturer, tutor, supervisor, examiner, School Director, member of a governance body, or institutional officer shall not use their position to pressure a student or colleague, discourage a concern, seek a personal advantage, or create the impression that an academic or administrative outcome depends on personal compliance.

## **§ 6 Ethics in Teaching, Supervision and Student Guidance**

### **Teaching and supervision**

Teaching and supervision are professional responsibilities. Students are entitled to competent teaching, clear expectations, timely and respectful feedback, and candid academic guidance. Academic staff shall not allow commercial, workload, retention, or personal interests to displace those responsibilities.

### **(1) Competence and preparation**

Academic staff shall teach within their competence, prepare adequately, deliver the teaching for which they are contracted, and maintain their subject knowledge and pedagogical practice at a level appropriate to their role and the programme concerned.

### **(2) Availability and responsiveness**

Academic staff shall be available to students to the extent provided in the relevant module, programme, or supervision arrangements and shall respond to student enquiries within a reasonable period, having regard to the nature and urgency of the enquiry and the staff member's agreed role.

Academic staff shall not allow other professional commitments to displace the teaching, supervision, feedback, or academic support that they are required to provide under their contractual and institutional arrangements.

### **(3) Feedback and marks**

Feedback and marks shall be provided within the periods established in the assessment regulations or other applicable institutional arrangements. Feedback shall be developmental, related to the published assessment criteria, expressed in terms that respect the student, and sufficiently clear to support future learning.

#### (4) Dissertation and doctoral supervision

Supervisors of dissertations and doctoral theses shall define expectations at the outset, meet the agreed pattern of supervision, maintain such records of supervisory contact as are required by the applicable institutional arrangements, and provide timely and candid guidance on the academic quality, originality, ethical acceptability, and progress of the work.

A supervisor shall advise a candidate where work is not progressing towards the required standard and shall not allow a candidate to proceed towards examination in the expectation of success where the supervisor judges that the work does not meet, or is unlikely to meet, the required academic standard.

##### Candid guidance and fair supervision

Support for a student does not mean creating an unrealistic expectation of success. Where progress, originality, academic quality, ethical acceptability, or readiness for examination is materially in doubt, the student shall be told clearly and in sufficient time to understand the concern and respond appropriately.

#### (5) Candidate work and authorship

Supervisors shall not use the work of a student or candidate for their own purposes without proper attribution and agreement. They shall not claim authorship of a candidate's work unless they have made a substantive intellectual contribution consistent with the requirements on authorship in Section § 10.

#### (6) Accurate student advice

Staff advising prospective or current students shall provide accurate, clear, and appropriately complete advice on admission requirements, recognition of prior learning, workload, duration, fees, progression, student support, and the nature and status of the qualification.

Where the recognition, professional effect, or use of a qualification in a particular jurisdiction depends on the decision of another authority, professional body, employer, or recognition agency, staff shall not make a representation that exceeds the information properly available to Triagon Academy or implies a guarantee of a particular outcome.

Advice shall not be shaped by recruitment, retention, enrolment, or fee-income targets. No person shall represent that they can secure, influence, or guarantee an academic decision outside the applicable institutional procedure.

### **(7) Recognition of prior learning**

Triagon Academy recognises the value of prior formal, non-formal, and informal learning and actively supports the fair consideration of applications for recognition of prior learning in accordance with its published arrangements.

Recognition of prior learning shall be determined against published criteria and on the evidence presented. Recognition of professional experience is an academic judgement and shall not be relaxed to secure enrolment or accommodate an applicant's preference.

### **(8) Participation and student progress**

Academic staff shall maintain such records of participation, academic progress, and supervisory contact as are required by the applicable module, programme, or institutional arrangements.

Where, in the course of their role, an academic staff member identifies a material concern about a student's engagement, progress, welfare, or ability to meet academic requirements, the staff member shall refer the concern through the appropriate institutional support route in accordance with applicable arrangements.

This duty does not require academic staff to undertake continuous monitoring beyond the responsibilities, information, and systems applicable to their role.

## **§ 7 Integrity in Assessment and Examination**

### **Assessment integrity**

Assessment is the point at which Triagon Academy certifies the knowledge, skills, competence, and academic achievement of a candidate. Its integrity is non-negotiable. Every member of the community shares responsibility for ensuring that assessment outcomes represent the candidate's own achievement of the intended learning outcomes.

### **(1) Assessment design and criteria**

Assessment tasks, marking criteria, and marking schemes shall be designed, approved, published, and applied so that the mark or other outcome awarded reflects the candidate's achievement of the intended learning outcomes.

Assessment requirements shall be sufficiently clear to enable candidates to understand the nature of the task, the criteria against which it will be assessed, the permitted use of support and technology, including artificial intelligence where relevant, and the requirements concerning authorship, attribution, and academic integrity.

## **(2) Impartial marking**

Assessors shall mark against the published criteria and shall not be influenced by the identity, personal characteristics, employment, fee status, prior standing, personal views, or relationship of the candidate.

Before undertaking an assessment, an assessor shall declare and manage any actual, potential, or reasonably apparent conflict of interest in accordance with Section § 11.

## **(3) Quality assurance**

Quality-assurance arrangements for assessment, including moderation, second marking, sampling, external examining, and the proportionate use of similarity-detection or other integrity-supporting tools, shall be applied consistently to all provision, including provision delivered or supported through partners.

The use of any technological tool shall not replace academic judgement. A finding of academic misconduct shall not be based solely on the output of an automated system.

## **(4) Remote assessment and identity verification**

Where an assessment is conducted without the candidate and the relevant assessor or invigilator being physically co-located, Triagon Academy shall take proportionate measures to confirm the identity of the candidate and the integrity of the assessment environment.

The measures used shall be proportionate to the assessment risk, notified to candidates in advance, applied fairly and consistently, and involve no more processing of personal data than is necessary. They shall be operated in accordance with Section § 14 and the applicable assessment arrangements.

## **(5) Direct observation of competence**

Triagon Academy places deliberate weight on forms of assessment in which personal competence is directly observable, including presentations, oral examinations, viva voce examinations, and the defence of written work. Where a written submission is defended orally, the assessment shall take account of the candidate's demonstrated command of the work.

Such forms of assessment shall be included within the published assessment arrangements and conducted in accordance with the applicable assessment criteria, regulations, and procedures.

## **(6) Assessment process and evidence of authorship**

Where the process by which a thesis, dissertation, or other substantial written work was produced is assessed alongside the finished text, the requirements shall be published in advance. Any record, declaration, oral defence, version history, research log, or other evidence required from the candidate shall be proportionate to the purpose of the assessment, clearly specified, and handled in accordance with applicable information-management and data-protection requirements.

### **(7) Independent examination decisions**

Members of examination panels, doctoral commissions, and other assessment bodies shall reach their own judgement on the evidence, record the basis of their decision where required by the applicable regulations, and shall not be subject to instruction or improper influence as to the outcome.

They shall declare and manage any actual, potential, or reasonably apparent conflict of interest in accordance with Section § 11.

### **(8) Alteration of marks**

Marks and examination decisions shall not be altered other than through the procedures established in the assessment regulations. No person may request, direct, or apply pressure for a change of mark or examination outcome outside those procedures.

### **(9) Suspected academic misconduct**

Suspected academic misconduct shall be reported and considered promptly in accordance with Section § 19, the assessment regulations, and the Policy on the Use of Artificial Intelligence where relevant.

Neither the inconvenience of a case, its timing, nor the seniority, employment, or fee status of the candidate is a reason to overlook a concern. A candidate shall be treated fairly and shall not be subject to an adverse finding without the applicable procedure and a reasonable opportunity to respond.

## **§ 8 Obligations of Students**

### **Student responsibility**

Students are active members of the Triagon Academy community. They are expected to engage in their studies honestly and constructively, to respect the rights and dignity of others, and to meet the academic and conduct requirements that apply to their programme and study relationship.

### **(1) Original work**

Students shall submit for assessment only work that is their own, produced for the relevant assessment, and honestly attributed. A submission shall represent the student's own knowledge, understanding, judgement, and contribution to the extent required by the applicable assessment arrangements.

### **(2) Citation and acknowledgement of sources**

Students shall cite and acknowledge all sources used in their work, including text, data, images, code, ideas, translations, and material obtained from, or materially generated or transformed through, artificial intelligence.

Students shall observe the citation conventions, attribution requirements, and artificial-intelligence disclosure requirements applicable to their discipline, programme, module, or assessment.

### **(3) Prohibited academic conduct**

Students shall not obtain, commission, purchase, or accept work produced by another person or service for submission as their own; submit the same work, or a material part of it, for more than one assessment without authorisation; fabricate or falsify data, sources, references, results, or evidence; impersonate another person; permit another person to impersonate them; or engage in another dishonest practice that undermines the integrity of assessment, admission, research, authorship, or the conferment of an award.

### **(4) Use of artificial intelligence**

Students shall use artificial intelligence in accordance with the requirements communicated for the relevant programme, module, or assessment and the Policy on the Use of Artificial Intelligence.

Where disclosure of artificial-intelligence use is required, the student shall make that disclosure accurately and in the manner specified. Use of artificial intelligence that is prohibited, undisclosed where disclosure is required, or that misrepresents the student's own competence or contribution constitutes academic misconduct.

### **(5) Academic engagement and use of support**

Students shall engage actively and in good faith with the academic requirements of their programme. This includes, as applicable, participation in learning activities, appropriate use of the virtual learning environment, completion of required assessment, and timely communication where circumstances materially affect their ability to study or meet an academic requirement.

Students are expected to make appropriate use of the academic, administrative, and support services made available by Triagon Academy where these are relevant to their progress, wellbeing, or ability to meet programme requirements. Financial obligations, including the payment of fees, are governed by the study contract and applicable financial arrangements.

### **(6) Accurate information at admission**

Students shall provide accurate and complete information in their application, including information concerning prior qualifications and professional experience, and shall not submit falsified, altered, or fraudulently obtained documents.

Where admission was obtained through material misrepresentation, Triagon Academy may withdraw admission or terminate the study relationship in accordance with the study contract, applicable regulations, and law. Where an award was obtained as a material consequence of such misrepresentation, the Senate may rescind the award through the applicable procedure.

### **(7) Examinations and identity verification**

Students shall observe the rules governing examinations and other assessments and shall comply with the identity-verification, assessment-environment, declaration, and integrity requirements communicated for the relevant assessment.

### **(8) Conduct and recordings**

Students shall treat staff, fellow students, and administrative colleagues with respect and shall observe the conduct requirements applicable to live sessions, online platforms, forums, email, and other institutional environments.

Teaching sessions may normally be recorded and made available by Triagon Academy as an additional learning resource, subject to the applicable institutional arrangements. Students shall not make, reproduce, download, share, circulate, edit, or use a recording of a teaching session, teaching material, institutional communication, or another participant's contribution except where expressly authorised by Triagon Academy or otherwise permitted by applicable law.

This restriction protects the privacy, dignity, intellectual-property rights, and meaningful participation of all persons involved in the learning environment.

### **(9) Evaluation and feedback**

Students shall provide constructive and honest feedback through module, programme, and institutional evaluation processes and shall participate in such processes where required by the study contract or applicable institutional arrangements.

The Academy shall treat student feedback as a contribution to quality assurance and improvement and shall consider it in accordance with its applicable institutional arrangements.

### **(10) Raising concerns**

Students shall raise concerns about the conduct of teaching, supervision, assessment, administration, or another aspect of their study experience through the available institutional channels. They are protected from disadvantage for raising a concern in good faith in accordance with Section § 18.

## **§ 9 Artificial Intelligence and the Digital Environment**

### **Artificial intelligence and academic integrity**

Triagon Academy recognises that artificial intelligence, including generative artificial intelligence, is an increasingly routine feature of professional, academic, and educational practice. Its use must be consistent with academic integrity, fairness, privacy, information security, intellectual-property rights, and the validity of assessment.

### **(1) Principle**

Artificial intelligence may be used only in a manner that is consistent with this Code, the Policy on the Use of Artificial Intelligence, applicable assessment requirements, data-protection law, and other applicable institutional arrangements.

The Academy's concern is not with the use of artificial intelligence as such, but with the honesty, transparency, and appropriateness of its use, the protection of personal and confidential information, and the preservation of the assessed relationship between submitted work and the competence of its author.

### **(2) Permitted use and disclosure**

The permitted, restricted, and prohibited use of artificial intelligence in each programme, module, and assessment shall be stated in advance and made available to students before the relevant assessment begins, in accordance with the Policy on the Use of Artificial Intelligence and the applicable assessment arrangements.

Where disclosure of artificial-intelligence use is required, the student shall make that disclosure accurately and in the manner specified. Use of artificial intelligence that is prohibited, undisclosed where disclosure is required, or that misrepresents the student's own competence or contribution constitutes academic misconduct.

### **(3) Academic staff responsibility**

Academic staff who use artificial intelligence in the preparation of teaching materials, feedback, assessment materials, or other academic work shall remain personally responsible for the accuracy, fairness, appropriateness, and academic quality of the resulting material.

Artificial intelligence may assist preparation, but shall not replace professional academic judgement. A mark, progression decision, examination outcome, or other academic judgement concerning an individual student shall not be generated or determined solely by an automated system. Assessment remains subject to the requirements of Section § 7.

### **(4) Approved services and protected information**

Only artificial intelligence services approved by Triagon Academy for the relevant purpose may be used for institutional work involving personal data, confidential institutional information, assessment material, research data, or other protected information.

The Policy on the Use of Artificial Intelligence, associated guidance, or both shall specify and keep up to date the approved services and applicable conditions of use. Where Triagon Academy provides a controlled or approved environment for a relevant purpose, that environment shall be used in preference to an external service.

No member of the community shall enter personal data, confidential institutional information, assessment material, research data, or other protected information into an unapproved artificial intelligence

service. The processing of personal data in connection with artificial intelligence shall be conducted in accordance with Section § 14.

#### **(5) Digital conduct and recordings**

Members of the community shall observe the institutional provisions governing acceptable use, information security, recordings, intellectual property, and the use or commercialisation of materials and ideas developed by staff and students.

Triagon Academy shall normally record teaching sessions and make recordings available to the relevant students as an additional learning resource, where this is pedagogically appropriate, technically feasible, lawful, and consistent with the rights, privacy, and legitimate interests of staff and students. Exceptions, access arrangements, retention periods, permitted reuse, and arrangements for sessions that should not be recorded shall be governed by the applicable institutional provisions. Participants shall be informed in advance where a recording is made.

No person shall make, reproduce, download, share, circulate, edit, or use a recording of a teaching session, meeting, institutional communication, teaching material, or another participant's contribution except where expressly authorised by Triagon Academy or otherwise permitted by applicable law.

#### **(6) Data generated through digital tools**

Triagon Academy shall process data generated through institutional digital tools only for defined, lawful, transparent, and proportionate institutional purposes, in accordance with applicable data-protection requirements and the information provided to the persons concerned.

Such processing shall respect data minimisation and shall not be used for undisclosed individual profiling, monitoring, or surveillance. The use of data generated through institutional digital tools shall be governed by Section § 14 and applicable institutional arrangements.

#### **(7) System integrity**

Members of the community shall not attempt to circumvent access controls, share credentials, obtain unauthorised access to institutional systems or information, or interfere with the integrity, security, availability, or proper operation of institutional systems.

## **§ 10 Research Integrity and Research Ethics**

### **Research integrity**

Research integrity is essential to the credibility of Triagon Academy's scholarship, research activity, teaching, and awards. Research must be conducted honestly, rigorously, transparently, and with respect for the rights, dignity, safety, privacy, and legitimate interests of persons, communities, and organisations involved.

### **(1) Scope and standards of research conduct**

This Section applies to research undertaken by Triagon Academy staff or students in connection with their institutional role, programme, supervision, assessment, or use of Triagon Academy resources. It also applies to research formally commissioned, supported, sponsored, hosted, or represented by Triagon Academy.

Research within the scope of this Section shall be conducted honestly, rigorously, transparently, and with respect for the persons, communities, and organisations involved. Researchers shall comply with applicable law, approved research-ethics requirements, disciplinary standards, and the terms governing any relevant funding, data access, collaboration, or institutional approval.

### **(2) Research misconduct**

Research misconduct comprises fabrication or falsification of data or results, plagiarism, material misrepresentation of methods or findings, concealment of a relevant conflict of interest, improper manipulation of authorship, or research conducted without ethics clearance where such clearance was required.

Research misconduct is a serious breach of this Code and shall be handled in accordance with Section § 19, the doctoral regulations, research-ethics arrangements, assessment regulations, and other applicable institutional procedures.

### **(3) Research ethics clearance**

Research involving human participants, personal or sensitive data, vulnerable groups, intervention in an organisational setting, or research within the researcher's own organisation or employer shall receive research-ethics clearance before data collection begins, where required by the applicable research-ethics arrangements.

Ethics clearance shall address, as appropriate, informed consent, voluntariness, risk of harm, anonymity and confidentiality, data storage and retention, the right to withdraw, conflicts of interest, power relationships, and the researcher's professional position.

The circumstances set out in this clause are core cases in which ethics clearance will normally be required. Ethics clearance may also be required in other cases where the nature, risk, method, legal context, contractual conditions, or disciplinary standards applicable to the research so warrant.

### **(4) Research within one's organisation**

Particular care is required where a student or researcher undertakes research within their own organisation, employer, professional network, or another setting in which they hold, or are perceived to hold, authority or influence.

The research-ethics process shall address, as appropriate, the power relationship between the researcher and prospective participants; the voluntary nature of participation; the separation of the research role from any managerial, supervisory, professional, or commercial role; the handling of

commercially sensitive or confidential information; and the researcher's academic freedom to report findings that may be unwelcome to an employer, sponsor, partner, or other interested party.

#### **(5) Research data management**

Research data shall be collected, stored, processed, retained, shared, and made available for verification only where lawful, ethically appropriate, secure, and consistent with the requirements of the discipline, any funder, any data-access agreement, applicable research-ethics approval, and Section § 14.

Research data shall be retained for the period necessary for the relevant academic, ethical, legal, contractual, and institutional purposes. The intended arrangements for storage, access, retention, sharing, and disposal shall be recorded in the relevant research documentation where required.

#### **(6) Authorship and contributions**

Authorship shall reflect a substantive intellectual contribution to the research or research output. Honorary, gift, and coerced authorship are prohibited.

A person whose contribution does not meet the threshold for authorship shall be appropriately credited, for example in an acknowledgement or contribution statement, where this is appropriate and consent has been obtained where necessary.

The order of authors and the nature of each author's contribution should be agreed as early as practicable and reviewed where the work develops substantially. Artificial intelligence shall not be identified as an author. Named human authors remain responsible for the accuracy, integrity, disclosure, and attribution of the research output.

#### **(7) Artificial intelligence in research**

The use of artificial intelligence in research shall be transparent and consistent with Section § 9, the Policy on the Use of Artificial Intelligence, applicable research-ethics approval, disciplinary standards, and any relevant publisher, funder, collaborator, or data-provider requirements.

A researcher shall disclose the use of artificial intelligence where disclosure is required by an applicable institutional requirement, research-ethics approval, disciplinary convention, publisher, funder, data-access agreement, or other relevant arrangement. The researcher remains responsible for the accuracy, integrity, legality, and appropriate attribution of the research output.

#### **(8) Publication and editorial integrity**

Publications, working papers, conference contributions, and other research outputs issued through Triagon Academy publication routes shall be subject to declared editorial standards and proportionate peer-review or academic-review arrangements appropriate to the nature of the output.

Editorial, peer-review, and publication decisions shall be taken on academic grounds. No person shall take an editorial or peer-review decision concerning their own work or the work of a person with

whom they have an actual, potential, or reasonably apparent conflict of interest, as addressed in Section § 11.

#### **(9) Declarations of interest**

Researchers shall disclose sources of funding, sponsorship, material support, data access, relevant institutional or commercial interests, and any other interest capable of affecting, or reasonably appearing capable of affecting, the design, conduct, interpretation, or reporting of research.

#### **(10) Promotion of research integrity**

Research cluster coordinators, supervisors, and the responsible institutional function shall promote research integrity actively through appropriate guidance, induction, supervision, training, and continuing professional development.

Research-integrity and research-ethics requirements shall form part of the guidance and continuing professional development provided to supervisors and other staff with research responsibilities.

#### **(11) Misconduct affecting completed awards**

An allegation of research misconduct concerning a completed award shall be investigated and determined in accordance with Section § 19, the doctoral regulations, research-ethics arrangements, assessment regulations, and other applicable institutional procedures.

Where research misconduct is established, is material to the award, and cannot appropriately be remedied by a lesser measure, the Senate may rescind the award through the applicable procedure. The person concerned shall be informed of the allegation and given a fair opportunity to respond before an adverse finding or decision is made.

## **§ 11 Conflicts of Interest, Gifts and Improper Advantage**

### **Conflicts of interest**

Triagon Academy's academic, administrative, and governance decisions must be taken impartially and in the interests of the Academy's academic mission, students, and other legitimate institutional responsibilities. Actual, potential, and reasonably apparent conflicts of interest shall be identified, disclosed, and managed promptly.

### **(1) Duty to avoid and disclose conflicts**

Every member of the community shall avoid situations in which a personal, familial, financial, professional, academic, or other interest conflicts with, could improperly influence, or could reasonably be perceived as capable of influencing, their institutional responsibilities or academic judgement.

Where such a situation arises, may arise, or may reasonably appear to arise, the person concerned shall disclose it without delay in accordance with this Section and any applicable institutional arrangements.

### **(2) Presumed conflicts of interest**

A conflict of interest shall normally be presumed to exist where the person concerned:

- (a) Has a family, personal, romantic, or close social relationship with a student, applicant, candidate, colleague, or another person whose case is under consideration;
- (b) Has a supervisory, dependency, close collaborative, or direct reporting relationship with that person;
- (c) Holds an office, employment, consultancy, directorship, ownership interest, or other significant role in an organisation affected by the decision; or
- (d) Has a financial, professional, reputational, or other personal interest in the outcome.

The circumstances listed in this clause are not exhaustive. A person shall disclose any other interest that could reasonably call into question the impartial exercise of an institutional responsibility or academic judgement.

### **(3) Disclosure of conflicts**

A conflict of interest shall be disclosed to the Chair of the body concerned or, where no body is involved, to the responsible line manager or responsible institutional function.

Where the person concerned is the Chair, the President, a member of the Office of the President, or another person to whom a disclosure would ordinarily be made, the disclosure shall be made through the next uninvolved and appropriate institutional route. Where the matter concerns the President, the disclosure shall be made to the Chair of the Board of Trustees.

### **(4) Recusal and records**

A person with an actual, potential, or reasonably apparent conflict of interest shall take no part in the relevant deliberation, recommendation, assessment, or decision unless their limited participation is expressly necessary to provide factual information and is managed through an appropriate institutional arrangement.

The conflicted person shall be recused from the relevant decision. Where necessary, they shall be replaced by a suitably qualified and independent substitute. The disclosure, recusal, any permitted limited participation, and any replacement measure shall be recorded in the minutes or other relevant decision record.

### **(5) Relationships with students**

A member of academic staff shall not teach, supervise, advise on admission, mark, moderate, examine, or otherwise make an academic decision concerning a student or candidate with whom they have a relationship falling within Clause (2), or another relationship that gives rise to an actual, potential, or reasonably apparent conflict of interest.

Where such a relationship exists or develops, it shall be disclosed immediately and alternative arrangements shall be made. The obligation to disclose falls primarily on the person holding the position of authority or institutional responsibility.

### **(6) Gifts, hospitality, and improper advantage**

Members of the community shall not offer, solicit, give, request, or accept any payment, gift, hospitality, favour, service, or other advantage that could improperly influence, or could reasonably be perceived as capable of influencing, an academic, administrative, contractual, or governance decision.

Modest courtesies of nominal value in a professional context are not prohibited, provided that they are not offered, solicited, given, or accepted in connection with an admission, assessment, examination, appointment, promotion, procurement, contractual, or other institutional decision, or during a procedure to which the giver or recipient is a party.

### **(7) Independence of academic decisions**

No academic decision shall be taken by, or on the recommendation of, a person whose remuneration, commission, bonus, financial interest, or other material benefit depends directly on the outcome of that decision.

Persons recruiting, advising, or counselling prospective students on behalf of Triagon Academy shall identify clearly the capacity in which they act and their relationship with the Academy. They shall provide accurate information, shall not misrepresent their authority, and shall not state or imply that they can secure, influence, or guarantee an admission, recognition, assessment, examination, or other academic decision outside the applicable institutional procedure.

### **(8) External professional activity**

Staff shall disclose external professional activity that gives rise, or could reasonably be perceived as giving rise, to a conflict with their institutional duties. This includes, where relevant, teaching, examining, consultancy, management, ownership, advisory work, or another professional role for another education provider or an organisation affected by an institutional decision.

Approval shall be sought where required by the applicable contract or institutional arrangement. Any conditions, mitigation measures, or restrictions shall be recorded and reviewed where circumstances change.

### **(9) Register of declared interests**

The responsible institutional function shall maintain a proportionate register of declared interests for members of governance bodies, officers, School Directors, research cluster coordinators, persons with responsibility for admission, assessment, procurement, recruitment, or academic appointments, and persons appointed to an ad hoc Ethics Panel.

Declarations shall be made on appointment to a relevant role, updated without delay following a material change, and reviewed periodically in accordance with applicable institutional arrangements. Access to the register shall be limited to persons with a legitimate institutional need and managed in accordance with Section § 14.

## **§ 12 Ethics in Governance, Administration and Staff Performance**

### **Ethical governance and administration**

Triagon Academy's governance and administrative activity shall be conducted in support of its academic mission and in accordance with integrity, fairness, transparency, accountability, respect for persons, and responsible stewardship of institutional resources.

### **(1) Responsibilities of governance members**

Members of governance bodies shall act in the interests of Triagon Academy and its academic mission, exercise independent judgement, prepare for and attend meetings, respect the confidentiality of deliberations, and comply with the requirements of this Code.

They shall support decisions properly taken through the applicable governance process while remaining free to record dissent or to express a reasoned alternative view through the appropriate institutional route.

### **(2) Appointment and promotion**

Appointment, renewal, and promotion of academic staff shall be conducted through transparent, evidence-based, merit-based, and non-discriminatory procedures in accordance with the Regulation on the Appointment and Promotion of Academic Staff.

Conflicts of interest arising in appointment, renewal, or promotion processes shall be declared and managed in accordance with Section § 11.

### **(3) Staff performance and professional development**

Staff performance, professional contribution, and development shall be considered against criteria communicated in advance, through fair, evidence-based, proportionate, and appropriately documented arrangements that respect the dignity of the person concerned.

Relevant evidence may include self-assessment, peer input, student feedback, academic outputs, professional development, teaching contribution, supervision, service, leadership, or other role-appropriate evidence, insofar as these are provided for by the applicable institutional arrangements.

No assessment of staff performance shall be based solely on a single metric, isolated feedback item, or automated analysis. Decisions affecting employment, appointment, promotion, workload, or academic standing shall be taken through the applicable procedure and by the competent authority.

### **(4) Use of student evaluation data**

Student evaluation data shall be used primarily to support the improvement of teaching, student experience, and staff development. It shall be interpreted with appropriate regard to response rates, cohort size, the nature of the module, relevant contextual information, and the risk of bias.

Student evaluation data shall not be altered, selectively withheld, or presented in a manner that misrepresents the result. Nor shall such data be used as the sole basis for a decision affecting a person's employment, appointment, promotion, workload, or academic standing.

### **(5) Integrity of evaluation information**

Information arising from staff performance, peer review, student evaluation, or other institutional evaluation activity shall be handled honestly, confidentially, and in accordance with applicable data-protection and information-management requirements.

Consolidated and appropriately anonymised information may be made available within the Academy through appropriate institutional channels where this supports quality assurance, transparency, or institutional learning and does not unreasonably affect the rights, privacy, or legitimate interests of individuals.

### **(6) Administrative decision-making**

Administrative staff shall apply regulations, policies, contracts, and procedures consistently, fairly, and within the authority delegated to them. They shall not exercise discretion on grounds unrelated to the matter, personal preference, improper influence, recruitment or retention pressure, or another irrelevant consideration.

Reasons for an exceptional, discretionary, or adverse decision shall be recorded and communicated where required by the applicable institutional instrument, the circumstances of the case, or applicable law.

### **(7) Communication and access to information**

Decisions relevant to members of the academic community shall be communicated in a timely, clear, and appropriately reasoned manner, subject to legitimate requirements of confidentiality, data protection, and procedural fairness.

Triagon Academy shall make its current internal regulations, policies, procedures, and relevant institutional information available to the community through appropriate institutional channels.

### **(8) Workload, leadership and institutional targets**

Members of the community with responsibility for the work of others shall allocate workload fairly, transparently, and with appropriate regard to the person's role, contractual arrangements, competence, wellbeing, professional development, and other relevant circumstances.

No person shall require, encourage, reward, or tolerate conduct contrary to this Code in pursuit of recruitment, retention, financial, performance, commercial, or other institutional targets.

## **§ 13 Integrity of Public Information and Institutional Representation**

### **Integrity of public information**

Triagon Academy's public information and institutional representations must enable prospective and current students, partners, regulators, recognition authorities, employers, and the public to understand the Academy and its provision accurately. Information shall not be misleading by statement, omission, presentation, translation, or implication.

### **(1) Standards for published information**

Triagon Academy shall publish and maintain clear, accurate, appropriately complete, up-to-date, and readily accessible information about the Academy and its programmes. The information shall be sufficient to enable a prospective student to make an informed decision about the nature of the programme, the knowledge, skills, and competences likely to be acquired on successful completion, the requirements of study, and the status of the relevant qualification.

Published information shall comply with applicable law, regulatory requirements, and the standards of this Code.

### **(2) Information for prospective students**

Information made available to prospective students shall include, as appropriate, the Academy's licensing and accreditation status; the qualifications-framework level and credit volume of each programme; admission requirements and the availability of recognition-of-prior-learning arrangements; the mode and language of delivery; the normal duration of study; fees and other material charges; the academic, administrative, and student-support services available; and the principal procedures governing the student life cycle.

The Academy shall provide this information through its website, study contract, student information, or other appropriate institutional channels. It need not repeat every procedural detail in every programme description, provided that relevant current information is readily accessible to the person concerned.

### **(3) Statements on recognition, equivalence, and professional entitlement**

Statements made by Triagon Academy, or on its behalf, concerning recognition, equivalence, professional entitlement, eligibility, employment prospects, or the effect of a Triagon Academy qualification in a particular jurisdiction shall be accurate, appropriately qualified, and supported by reliable information.

No statement shall imply or guarantee recognition, equivalence, professional entitlement, employment, admission to further study, or another outcome where the outcome depends on an individual decision by another authority, employer, professional body, education provider, or recognition agency.

Where Triagon Academy is aware of a material condition, limitation, or uncertainty relevant to a specific representation it makes, that condition, limitation, or uncertainty shall be reflected appropriately in the representation. The Academy is not required by this clause to publish a jurisdiction-by-jurisdiction account of all possible recognition outcomes.

### **(4) Institutional claims and designations**

Triagon Academy shall take reasonable and proportionate steps to ensure that claims concerning accreditation, recognition, professional entitlement, rankings, outcomes, partnerships, institutional status, or other material institutional matters are checked for accuracy and appropriately authorised before publication.

The Office of the President shall maintain proportionate internal arrangements for the review, authorisation, and periodic checking of such claims. These arrangements shall apply across the languages, websites, platforms, promotional materials, and other channels through which Triagon Academy or persons acting on its behalf communicate with prospective or current students and the public.

An institutional designation that is restricted, protected, or otherwise subject to legal conditions in a particular jurisdiction shall not be used in that jurisdiction, whether directly, by translation, by abbreviation, or by implication, except where its use is lawful and appropriately authorised.

### **(5) Marketing and recruitment partners**

Marketing, recruitment, information, and counselling activity undertaken by an external provider, service partner, or educational partner on behalf of Triagon Academy is subject to this Section and to the requirements of Section § 11.

Contracts and other formal arrangements with such parties shall require them to use current, accurate, and authorised institutional information, to identify clearly the capacity in which they act, and

to correct, withdraw, replace, or cease using material that Triagon Academy identifies as inaccurate, misleading, unauthorised, or out of date.

Triagon Academy shall take proportionate steps to monitor material published or communicated on its behalf and to address material non-compliance.

#### **(6) Accurate personal representation**

Members of the community shall represent their own qualifications, titles, appointments, affiliations, authority, and relationship with Triagon Academy accurately. They shall use only titles conferred by a recognised awarding body or held through an appointment properly made under the Academy's regulations or another applicable institutional arrangement.

No person shall state or imply that they speak for Triagon Academy, exercise an institutional authority, hold an academic appointment, or possess a qualification, accreditation, recognition, or professional entitlement that they do not hold.

#### **(7) Integrity of institutional reporting**

Information prepared for institutional reporting, quality assurance, self-assessment, accreditation, external review, regulatory return, audit, ranking, partnership, or public-accountability purposes shall be accurate, reliable, appropriately complete, and capable of verification.

No person shall knowingly omit, alter, selectively present, or otherwise misrepresent information in a manner that creates a false, misleading, or materially incomplete impression of Triagon Academy, its provision, outcomes, quality, compliance, risks, or improvement activity.

#### **(8) Correction of inaccuracies**

Where published information is identified as materially inaccurate, misleading, unauthorised, or out of date, Triagon Academy shall take appropriate steps to correct, clarify, withdraw, replace, or otherwise address it within a reasonable period.

The Office of the President shall ensure that material corrections and the action taken are recorded. Where inaccurate information may have materially affected the decision of identifiable applicants, students, partners, or another affected person, the Academy shall consider whether direct communication is appropriate and practicable.

## **§ 14 Information Management, Data Protection and Privacy**

### **Information management and privacy**

Triagon Academy shall manage institutional information responsibly and protect personal data in accordance with applicable law. Information management must support academic quality, fair decision-making, continuity of student records, institutional accountability, and the rights and privacy of individuals.

### **(1) Information management framework**

Triagon Academy shall maintain proportionate information-management provisions governing the collection, use, access, disclosure, storage, retention, security, archiving, and disposal of institutional information, including personal data.

Those provisions shall be aligned with applicable data-protection law, information-security requirements, records-management obligations, the Academy's quality-assurance framework, and the legitimate academic, administrative, governance, and legal purposes for which information is processed.

### **(2) Data-protection principles**

Personal data shall be processed lawfully, fairly, and transparently; collected for specified, explicit, and legitimate purposes; limited to what is necessary; kept accurate and, where necessary, up to date; retained no longer than necessary; and protected by appropriate technical and organisational measures.

The Academy shall take reasonable steps to ensure that persons processing personal data on its behalf understand and comply with the applicable requirements of their role.

### **(3) Access, confidentiality, and security**

Members of the community shall access personal data and confidential institutional information only where necessary for their role and authorised by the applicable institutional arrangements. They shall not disclose it to a person without a legitimate need to know or remove, copy, transfer, store, or process it through an unauthorised system, device, account, or service.

Members of the community shall take reasonable steps to protect information against loss, unauthorised access, accidental disclosure, alteration, destruction, or misuse and shall follow applicable institutional information security requirements.

### **(4) Information and data-subject rights**

Persons whose personal data are processed by Triagon Academy shall be provided with information about the processing of their data and the rights available to them under applicable data-protection law.

Triagon Academy shall maintain an appropriate institutional contact route through which data subjects may exercise their rights, raise a concern, or seek information about the processing of their personal data.

### **(5) Service providers, processors, and international transfers**

Where personal data are processed by an external provider, service partner, or other processor on behalf of Triagon Academy, the arrangement shall be governed by written terms appropriate to the processing and compliant with applicable data-protection law.

Any transfer of personal data outside the European Economic Area shall be made only where an applicable lawful transfer mechanism and appropriate safeguards are in place.

The use of an external provider, service partner, or processor does not remove Triagon Academy's responsibility for ensuring that personal data are handled in accordance with applicable law.

#### **(6) Data generated through institutional digital tools**

Triagon Academy shall process data generated through institutional digital tools only for defined, lawful, transparent, and proportionate institutional purposes, in accordance with applicable data-protection requirements and the information provided to the persons concerned.

Such processing shall respect data minimisation and shall not be used for undisclosed individual profiling, monitoring, or surveillance. The use of data generated through institutional digital tools shall also comply with Section § 9 and applicable institutional arrangements.

#### **(7) External and artificial intelligence services**

Personal data, confidential institutional information, assessment material, research data, or other protected information shall not be entered into an external service, including an artificial intelligence service, unless that service has been approved by Triagon Academy for the relevant purpose and the use is consistent with applicable data-protection, information-security, and institutional requirements.

The approval and use of artificial intelligence services shall also comply with Clause (4) and the Policy on the Use of Artificial Intelligence.

#### **(8) Personal-data breaches**

A suspected or actual personal-data breach, loss of personal data, unauthorised access, unauthorised disclosure, or other incident affecting the confidentiality, integrity, or availability of personal data shall be reported without undue delay through the responsible institutional contact route.

The incident shall be assessed and handled in accordance with applicable institutional arrangements and any relevant legal notification obligations. Knowingly concealing a material incident, failing deliberately to report it, or interfering with its investigation is a breach of this Code.

#### **(9) Intellectual property**

Intellectual property arising from the work of staff or students shall be governed by applicable law, institutional provisions, and, where relevant, the terms of the study relationship, employment relationship, research agreement, or other applicable arrangement.

Creative, scholarly, teaching, research, and other protected work shall not be appropriated, republished, shared, altered, commercialised, or otherwise used without the authority, attribution, permission, or other lawful basis required by applicable law and the rights of the person or organisation concerned.

## § 15 Student and Institutional Records

### Student and institutional records

Reliable records are essential to the integrity of Triagon Academy's academic decisions, the protection of student interests, institutional continuity, quality assurance, regulatory accountability, and the ability to demonstrate the basis on which qualifications have been awarded.

#### (1) Custody of student records

Triagon Academy shall maintain, retain, and archive student records in Malta in accordance with applicable law and institutional requirements.

This obligation applies irrespective of the country in which a student is resident, the delivery arrangement under which the student studies, or the location of an external provider, service partner, or other processor involved in the storage or processing of records.

#### (2) Records maintained

Triagon Academy shall maintain records necessary to demonstrate the proper operation of its academic, administrative, quality-assurance, and regulatory responsibilities.

Such records shall include, as appropriate, records relating to admission, student identity and status, recognition of prior learning, participation, assessment, academic progress, progression, completion, awards, student feedback, complaints and appeals, quality assurance, and graduate outcomes where relevant to the programme concerned.

The extent, format, retention, access, and use of records shall be proportionate to their purpose and governed by applicable data-protection, information-management, and records-retention requirements.

#### (3) Retention of academic records

Student academic records, including the records necessary to verify admission, assessment, progression, and the conferment of an award, shall be retained and kept readily available for at least forty years, unless a longer period is required by applicable law, regulatory requirements, or another applicable institutional instrument.

#### **(4) Accuracy and evidential value**

Records shall be accurate, complete, secure, and capable of demonstrating the basis of every material academic decision affecting a student, including a decision concerning admission, recognition of prior learning, assessment, progression, examination, and the conferment, amendment, or rescission of an award.

Where a record is corrected, supplemented, or otherwise amended, the Academy shall retain an appropriate audit trail where required by the nature of the record, the applicable procedure, or applicable law.

#### **(5) Retention, preservation, and disposal**

The retention, custody, preservation, access, archiving, and disposal of institutional records shall be governed by the applicable records-retention schedule and institutional information-management arrangements. Core requirements for student academic records are set out in Annex [Annex 1](#).

Records shall not be destroyed, irreversibly altered, or disposed of while they are the subject of, or may reasonably be relevant to, an ongoing complaint, appeal, investigation, legal matter, external quality-assurance process, regulatory requirement, or other legitimate institutional purpose.

#### **(6) Continuity and accessibility**

Records shall be protected against loss, unauthorised access, alteration, destruction, or unavailability through proportionate backup, continuity, security, and recovery arrangements.

They shall remain retrievable, usable, and legible throughout the applicable retention period, notwithstanding a change of system, format, technology, service provider, or organisational arrangement.

#### **(7) Records held by external providers**

Where records are held, hosted, or processed within systems operated by an external provider, service partner, or other processor, the applicable written arrangement shall protect Triagon Academy's continuing access to those records, their security and integrity, and the Academy's ability to meet its academic, regulatory, records-management, and data-protection obligations.

The arrangement shall address, as appropriate, access during the life of the arrangement; backup and recovery; ownership and control of records; return, transfer, or secure deletion on termination; and the prevention of unauthorised use or disclosure.

#### **(8) Alumni and graduate-outcomes data**

Triagon Academy may collect alumni tracer information and graduate-outcomes data where this supports legitimate academic, quality-assurance, regulatory, or institutional-improvement purposes.

Such data shall be collected, retained, used, and reported in a manner consistent with voluntary participation where applicable, data-protection law, and the information provided to the persons concerned.

## § 16 Promotion, Induction, Guidance and Training

### Implementation and ethical guidance

This Code is effective only where members of the Triagon Academy community understand how its values and standards apply to their roles. The Academy shall promote awareness, provide accessible guidance, support sound judgement, and maintain proportionate training and review arrangements.

#### (1) Publication and provision of the Code

This Code shall be published on Triagon Academy's institutional website in a readily accessible form and made available to members of the community on joining or appointment, as appropriate to their role and relationship with the Academy.

The Office of the President shall maintain appropriate arrangements to ensure that the current approved version of the Code, together with relevant associated policies, procedures, and guidance, is identifiable and accessible through institutional channels.

#### (2) Induction for staff and institutional representatives

Induction for new staff, including freelance, part-time, sessional, visiting, and approved partner-organisation teaching staff, shall include guidance appropriate to the person's role on this Code, academic integrity, assessment responsibilities, the Policy on the Use of Artificial Intelligence, data-protection and information-security requirements, conflicts of interest, and the available routes for seeking advice or raising concerns.

Where appropriate to the service or activity concerned, equivalent information shall be provided to external examiners, reviewers, members of examination or doctoral panels, governance members, contractors, service providers, and other persons acting for or on behalf of Triagon Academy.

#### (3) Orientation for students

New students shall receive orientation appropriate to their programme and mode of study on academic integrity; citation, attribution, and authorship; permitted and prohibited use of artificial intelligence; conduct in the online learning environment; assessment and identity-verification requirements; the study contract; procedures concerning academic misconduct; available academic and student-support services; and the channels for seeking advice or raising a concern.

The information shall be provided in a form that is clear, accessible, and available sufficiently early for students to understand the requirements that apply to them.

#### (4) Ethical guidance and advice

Triagon Academy shall promote ethical conduct actively through appropriate guidance, professional development, relevant case discussion, and support for staff and students addressing ethical issues arising in teaching, supervision, assessment, research, administration, governance, partnerships, and the digital environment.

A person who is uncertain whether a proposed action, decision, relationship, or course of conduct is consistent with this Code may seek guidance through the Office of the President or another appropriate uninvolved institutional route.

Seeking guidance does not prevent a person from raising a concern or making a protected disclosure under Section § 18 where a concern arises.

#### (5) Refresher guidance and role-specific development

Staff involved in teaching, supervision, assessment, admission, recognition of prior learning, recruitment, counselling, student support, research, governance, information management, or another activity presenting material ethical or integrity risks shall receive periodic guidance and development appropriate to their role.

The frequency, form, and content of such guidance shall be proportionate to the person's responsibilities, the risks associated with their role, changes in law or institutional requirements, and any recurring concerns identified through institutional monitoring.

#### (6) Guidance materials and worked examples

The Office of the President shall maintain and make available proportionate guidance materials and worked examples on the application of this Code. Such materials shall address, as appropriate, academic integrity; citation and authorship; artificial intelligence; conflicts of interest; professional boundaries; public information and institutional representation; information security; research ethics; and research conducted within the researcher's own organisation or employer.

Guidance materials are intended to support consistent understanding and application of this Code. They do not replace the Code, applicable law, or the institutional procedures governing an individual case.

### § 17 Ad Hoc Ethics Panels

#### Status of ad hoc Ethics Panels

An ad hoc Ethics Panel is an independent, temporary, and advisory mechanism for exceptional ethical matters. It is not a standing Ethics Committee and does not replace the authority or procedures of the Senate, the Office of the President, the Research Project Ethics Board, examination bodies, or another competent institutional authority.

### **(1) Status and purpose**

An ad hoc Ethics Panel may be convened where a defined ethical matter requires independent consideration, advice, or recommendations outside the ordinary remit of an existing institutional body or procedure.

A Panel may be convened by the Office of the President, at the direction or request of the Senate, or through the alternative route specified in Clause (3) where the matter concerns the President, the Office of the President, or another person whose involvement would give rise to an actual, potential, or reasonably apparent conflict of interest.

### **(2) Matters for consideration**

An ad hoc Ethics Panel may consider, as appropriate:

- (a) A novel, complex, materially contested, or cross-cutting question concerning the interpretation or application of this Code;
- (b) An ethical issue arising in institutional governance, policy, partnerships, public information, research activity, assessment arrangements, technology, data use, or another institutional activity;
- (c) A matter concerning academic freedom, a significant conflict of interest, or a systemic ethical risk where ordinary arrangements are insufficiently independent or otherwise unsuitable; or
- (d) Recommendations for institutional improvement following a significant ethical concern, emerging risk, or pattern of concerns.

The Panel may also identify a matter that should be referred to another institutional procedure or authority. It shall not replace, duplicate, delay, or interfere with the independent remit of the Research Project Ethics Board in relation to research-ethics clearance or oversight of research projects.

### **(3) Convening and membership**

The Office of the President may convene an ad hoc Ethics Panel where a defined ethical matter requires independent advice, consideration, or recommendations outside the ordinary remit of an existing institutional body or procedure.

The Senate may request, direct, or resolve to convene a Panel where the matter is material to institutional governance, academic freedom, ethical standards, institutional policy, public confidence, or a systemic institutional risk.

Where the matter concerns the President, the Office of the President, the Chair of the Board of Trustees, or another person whose involvement would give rise to an actual, potential, or reasonably apparent conflict of interest, the Panel shall be convened through the next uninvolved and appropriate institutional route. This may include the Chair of the Board of Trustees, the Senate, or another person or body designated by the Senate for that purpose.

The decision to convene the Panel shall record in writing:

- (a) The defined matter and the reasons for convening the Panel;

- (b) The Panel's remit, authority, and any questions to be addressed;
- (c) Its Chair, membership, and relevant expertise;
- (d) Declarations of interest and any recusal or mitigation arrangements;
- (e) The timetable, arrangements for information handling, and reporting route; and
- (f) Whether the Panel's role is to provide advice, recommendations, or another specified non-determinative function.

Membership shall be proportionate to the matter under consideration and shall include persons with appropriate independence, experience, and relevant expertise. An external member or external advice should be obtained where this is necessary to secure appropriate independence, specialist knowledge, or public confidence.

A person with an actual, potential, or reasonably apparent conflict of interest shall not participate in the Panel's consideration or advice, except where requested to provide factual information. A person who has made a report, against whom a concern has been raised, or who has had a material role in an associated investigation or decision shall not be a member of the Panel considering that matter.

#### **(4) Advice, recommendations, and boundaries**

An ad hoc Ethics Panel may provide advice, make recommendations, identify ethical considerations, recommend an appropriate institutional response, and refer matters to the competent institutional procedure or authority.

Unless the Senate has expressly conferred a lawful and appropriate function in the written remit for a particular matter, a Panel shall not make a final determination concerning an allegation of misconduct, a complaint, an appeal, an assessment or examination outcome, an employment matter, a contractual dispute, a data-protection matter, or a research-ethics application where another established procedure or competent authority governs the matter.

The establishment of a Panel shall not prevent the Academy from taking urgent, lawful, and proportionate protective or precautionary action where this is necessary to protect persons, assessment integrity, institutional information, research participants, or the integrity of an institutional process.

#### **(5) Records, confidentiality, and procedural fairness**

The Panel shall maintain a proportionate written record of its remit, membership, relevant declarations of interest, information considered, advice, and recommendations. Records shall be held and retained in accordance with Section § 14 and Section § 15.

Members shall respect the confidentiality of information received in the course of the Panel's work, subject to any duty of disclosure arising under applicable law or this Code.

Where a Panel's advice may materially affect the interests, reputation, academic standing, employment, contractual position, or other rights of an identifiable person, the Panel shall ensure that its process is fair and proportionate. This includes providing the person with sufficient information about the matter and a reasonable opportunity to provide relevant information or representations, subject to legitimate requirements of confidentiality, safety, and legal or procedural constraints.

## (6) Reporting and follow-up

The Panel's report and recommendations shall be submitted through the reporting route recorded in its written remit. The recipient shall consider the report within a reasonable period and ensure that action taken, or reasons for not taking a recommendation forward, are recorded.

Where appropriate and consistent with confidentiality, procedural fairness, and applicable law, the Office of the President shall ensure that relevant persons are informed that the Panel has completed its work and of the resulting institutional action.

## § 18 Reporting Concerns and Protection of Reporting Persons

### Raising concerns

Triagon Academy encourages concerns to be raised promptly, responsibly, and in good faith. A person who raises a concern, seeks ethical guidance, declines to participate in conduct they reasonably believe to be unethical, or assists an institutional procedure in good faith must not suffer retaliation or other disadvantage as a result.

### (1) Raising concerns and seeking advice

A member of the community who becomes aware of conduct that may breach this Code, the study contract, another applicable institutional requirement, or applicable law should raise the matter through an appropriate institutional channel.

A person who is uncertain whether conduct amounts to a breach, whether a report is required, or how a matter should be raised may seek confidential guidance through the Office of the President or another appropriate uninvolved institutional route.

Nothing in this clause requires a person to investigate a concern personally or to raise a concern where doing so would expose them or another person to an immediate risk. Urgent risks to safety, welfare, security, or the integrity of an assessment or research activity shall be referred promptly through the appropriate emergency, safeguarding, institutional, or legal route.

## **(2) Reporting routes**

A concern may be raised with the person's line manager, the relevant School Director, the Quality Assurance Officer, the Office of the President, or another reporting route specified in an applicable institutional policy or procedure.

The Office of the President shall maintain and publish an appropriate contact route for requests for ethical guidance and concerns raised under this Code.

Where the concern relates to any person or function to whom it would ordinarily be reported, the concern shall be raised with the next uninvolved and appropriate institutional authority. Where the concern relates to the President or the Office of the President, it shall be raised with the Chair of the Board of Trustees or another uninvolved route designated by the Senate.

## **(3) Initial assessment and referral**

A concern raised under this Code shall be acknowledged and assessed proportionately by the responsible institutional function or another competent institutional authority.

The initial assessment shall determine, as appropriate, whether the matter:

- (a) Can be addressed through advice, clarification, informal resolution, support, training, restorative action, or another proportionate response;
- (b) Should be referred to a procedure governing academic misconduct, staff discipline, student conduct, complaints, appeals, research integrity, research ethics, safeguarding, data protection, whistleblowing, or another specialist matter;
- (c) Requires urgent protective or precautionary action; or
- (d) Requires independent advice or recommendations through an ad hoc Ethics Panel in accordance with Section § 17.

An initial assessment is not a finding of misconduct or other liability. The handling of the matter shall be consistent with confidentiality, procedural fairness, applicable law, and the rights and legitimate interests of all persons concerned.

## **(4) Protected disclosures**

A person who raises a concern honestly and in good faith shall not suffer disadvantage in employment, assessment, progression, supervision, academic standing, contractual relationship, access to services, or another institutional matter because of that disclosure.

The same protection applies to a person who declines to participate in conduct they reasonably believe to be unethical, unlawful, or contrary to this Code, and to a person who assists an investigation, an ad hoc Ethics Panel, or another institutional procedure in good faith.

**(5) Prohibition of retaliation**

Retaliation, intimidation, harassment, discrimination, victimisation, or any other adverse treatment directed at a person because they have raised a concern, made a protected disclosure, sought ethical guidance, declined to participate in conduct they reasonably believe to be unethical or unlawful, or assisted an institutional procedure is a serious breach of this Code.

**(6) Confidentiality**

The identity of a person making a report, and information that could reasonably identify that person, shall be treated as confidential and disclosed only where necessary for the fair handling of the matter, required by applicable law, or necessary to protect a person from a serious and immediate risk.

Where disclosure of identity is necessary, the reporting person shall be informed in advance where practicable, unless doing so would prejudice a lawful investigation, place another person at risk, or otherwise be contrary to applicable law.

**(7) Knowingly false reports**

A report made honestly and in good faith remains protected even where it is not substantiated. A person who knowingly makes a false report, fabricates evidence, or makes a report in bad faith for the purpose of causing harm breaches this Code.

A report shall not be treated as knowingly false merely because it is unsubstantiated, because the available evidence is insufficient to reach a finding, or because the reporting person acted on a reasonable but mistaken understanding of the facts.

**(8) Anonymous reports**

An anonymous report shall be considered where it provides sufficient specific information to permit a proportionate inquiry and where the matter can be addressed consistently with procedural fairness.

The Academy cannot guarantee feedback, clarification, or a particular outcome where the reporting person cannot be identified or contacted.

**(9) Student voice and other procedures**

Students may raise ethical concerns through their representatives in the Senate, through the Academy's quality-assurance arrangements, or through another applicable institutional route.

Nothing in this Section limits access to the procedures governing complaints, appeals, academic misconduct, research ethics, research misconduct, safeguarding, data protection, whistleblowing, or another matter regulated elsewhere by Triagon Academy.

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## § 19 Handling of Alleged Breaches

### Fair and proportionate handling

Alleged breaches of this Code shall be handled promptly, fairly, proportionately, and confidentially. The purpose of handling a concern is to protect persons, academic integrity, institutional processes, and the public standing of Triagon Academy; to establish relevant facts fairly; and, where appropriate, to secure remedy, learning, and improvement.

#### (1) Applicable procedure and referral

Following initial assessment under Clause (3), an allegation of a breach of this Code shall be referred to and handled under the applicable institutional procedure.

This may include a procedure governing academic misconduct, student conduct, the study contract, complaints, staff disciplinary matters, research misconduct, research ethics, data protection, safeguarding, appeals, whistleblowing, or another matter assigned to a competent institutional authority.

The fact that conduct may breach this Code does not prevent it from also being addressed under another applicable institutional instrument or under applicable law.

#### (2) Proportionate handling

A minor, inadvertent, isolated, or remediable concern may, where appropriate, be addressed through advice, clarification, education, training, restorative action, support, a management intervention, or informal resolution.

A serious, deliberate, repeated, retaliatory, dishonest, harmful, or otherwise material concern shall be handled through a formal investigation or another applicable formal procedure.

Informal resolution shall not be used where it would be inappropriate because of the seriousness of the matter, an imbalance of power, a risk of retaliation, a risk to safety or wellbeing, the need to protect assessment or research integrity, an applicable legal duty, or another requirement of an institutional procedure.

#### (3) Independence and conflicts of interest

A person handling an allegation, investigation, decision, review, or appeal shall act impartially and shall disclose and manage any actual, potential, or reasonably apparent conflict of interest in accordance with Section § 11.

A person who made the report, is the subject of the allegation, has a material connection with a person involved, or participated in the initial assessment shall not make the final determination in the matter.

Where a matter is unusually complex, materially contested, novel, systemic, or affected by a conflict of interest, and independent ethical advice or recommendations are required, an ad hoc Ethics Panel

may be convened in accordance with Section § 17. The Panel shall not determine a matter assigned to another established institutional procedure or competent authority.

#### **(4) Procedural fairness**

Before an adverse finding is made, the person concerned shall be given sufficient information about the substance of the allegation, the applicable procedure, and the possible consequences, and shall have a fair and reasonable opportunity to respond.

The handling of a matter shall respect confidentiality, procedural fairness, the rights and legitimate interests of all persons involved, and any measures necessary to protect safety, wellbeing, assessment integrity, research participants, personal data, institutional systems, or the integrity of the process.

A person may be accompanied or represented where this is provided for by the applicable procedure, the study contract, the employment relationship, or applicable law.

#### **(5) Evidence, findings, and standard of proof**

Findings shall be based on the evidence reasonably available and shall be determined on the balance of probabilities, unless applicable law, regulatory requirements, or the procedure governing the matter requires a different standard.

The decision-maker shall give appropriate weight to relevant evidence and shall not make an adverse finding solely on the basis of speculation, assumption, the output of an automated system, or an untested allegation.

The reasons for a finding, the evidence materially relied upon, and any resulting action shall be recorded and communicated to the relevant persons to the extent appropriate, consistent with confidentiality, data protection, and the applicable procedure.

#### **(6) Outcomes and contractual consequences**

Any outcome shall be proportionate to the nature, seriousness, and circumstances of the breach, the person's intent, the impact on others or on Triagon Academy, whether the conduct is repeated, any prior warning or finding, relevant mitigating or aggravating circumstances, and the requirements of applicable institutional instruments.

Where a student has committed a serious, deliberate, repeated, or otherwise material breach of this Code, the study contract, or another applicable institutional requirement, the outcome may include a warning, a requirement to undertake remedial action, an academic penalty where permitted by the assessment regulations, suspension, restriction of access to institutional systems or activities, termination of the study relationship, exmatriculation, or another consequence permitted by the study contract, applicable regulations, and law.

Where a staff member, officer, governance member, contractor, external provider, or partner has committed a breach, the outcome may include guidance, training, remedial action, recusal, withdrawal of authority, restriction of access, contractual action, removal from a role or panel, referral to

an employer or professional body where appropriate, termination of an engagement or arrangement, or another action available under the applicable contract, procedure, or law.

No outcome shall be imposed automatically. Any adverse action shall be determined through the applicable procedure, by the competent authority, and with due regard to the person's right to be informed and to respond.

#### **(7) Interim and protective measures**

Where necessary to protect students, staff, research participants, assessment integrity, personal data, institutional systems, the public, or the integrity of an investigation or procedure, proportionate interim or protective measures may be taken pending the outcome of the relevant procedure.

An interim or protective measure shall be non-punitive, limited to what is reasonably necessary, applied for the shortest appropriate period, and reviewed at appropriate intervals. It shall not constitute a finding that a breach has occurred.

#### **(8) Records, reporting, and escalation**

Records relating to an alleged breach shall be maintained securely, accessed only by persons with a legitimate need, and retained in accordance with Section § 14, Section § 15, and the applicable procedure.

A matter indicating an immediate risk, a serious institutional risk, a systemic concern, a possible criminal offence, a possible breach of a regulatory duty, or a potential duty to notify an external authority shall be escalated without undue delay through the appropriate institutional, safeguarding, legal, or regulatory route.

## **§ 20 Monitoring, Review and Public Accountability**

### **Institutional oversight**

The Office of the President shall coordinate the implementation and institutional oversight of this Code, subject to the authority of the Senate and the independent remit of established institutional procedures and bodies. Monitoring and reporting shall support learning, accountability, risk management, and the continuing improvement of Triagon Academy's ethical culture and practice.

#### **(1) Monitoring implementation**

The Office of the President shall coordinate proportionate monitoring of the implementation and operation of this Code through the Academy's relevant quality-assurance, governance, academic, administrative, information-management, risk-management, and review processes.

Monitoring shall have regard to the Academy's size, activities, delivery model, partnership arrangements, identified risks, and applicable regulatory requirements.

## **(2) Thematic review and institutional learning**

The Office of the President shall use anonymised and aggregated information, where available and appropriate, concerning ethical guidance, reported concerns, allegations, referrals, outcomes, training, declared conflicts and recusals, academic integrity, use of ad hoc Ethics Panels, public-information issues, and recurring risks to identify themes and support institutional improvement.

Information used for this purpose shall be handled in accordance with applicable data-protection, confidentiality, records-management, and procedural-fairness requirements. The purpose of thematic review is institutional learning and improvement; it shall not be used to reopen an individual case except through the applicable procedure.

## **(3) Annual report to Senate**

The Office of the President shall provide the Senate with an annual anonymised thematic report on the implementation of this Code.

The report shall address, as appropriate:

- (a) Publication, induction, training, and ethical-guidance activity;
- (b) Declared conflicts of interest, recusals, and any significant issues arising;
- (c) Concerns, reports, referrals, and outcomes in aggregate;
- (d) The use, advice, and recommendations of ad hoc Ethics Panels;
- (e) Significant issues concerning academic integrity, research integrity, information management, public information, or institutional representation;
- (f) Recurring ethical risks, material weaknesses, and improvement actions; and
- (g) Recommendations for amendment of this Code, further guidance, or related institutional arrangements.

The report shall not disclose personal data, confidential case information, or information that could prejudice an ongoing or future procedure.

A serious risk, systemic concern, or matter that may require notification to an external authority shall be escalated without undue delay through the appropriate institutional route and need not await the annual report.

## **(4) Public accountability**

Triagon Academy shall make publicly available an appropriate summary of its ethical-governance arrangements and relevant institutional improvement activity, having regard to transparency, the nature and scale of its activities, and the rights and legitimate interests of persons concerned.

Publication under this clause shall not disclose personal data, confidential case information, or material that could compromise a fair procedure, institutional security, legal professional privilege, or another legitimate institutional interest.

## **(5) Improvement actions**

Where monitoring, reporting, an ad hoc Ethics Panel, a review, a complaint, an investigation, an external review, or another institutional process identifies a weakness, recurring risk, or material ethical concern, Triagon Academy shall take proportionate corrective or preventive action.

Such action may include revision of regulations, policies, procedures, contracts, guidance, training, controls, information notices, technology arrangements, or arrangements with external providers and partners.

Actions taken, target dates where appropriate, responsible persons or functions, and reasons for deciding that no further action is required shall be recorded through the appropriate institutional route.

## **(6) Review of the Code**

This Code shall be reviewed at least every three years and earlier where required by a change in law, regulation, quality-assurance requirements, institutional circumstances, a serious incident, a significant ethical concern, or evidence arising from monitoring, reporting, an ad hoc Ethics Panel, or another review.

The Office of the President shall coordinate the review and submit any proposed revision through the applicable institutional governance route for approval by the Senate. The approved version shall be published in a readily accessible form and communicated through appropriate institutional channels.

# **§ 21 Transitional Provisions**

## **(1) Commencement**

This Code shall take effect on the effective date stated in the document-control information.

## **(2) Replacement of earlier Code and guidance**

From its effective date, this Code replaces and supersedes the previous Triagon Academy Code of Ethics, effective from December 2022, and any earlier ethical guidelines, statements, or institutional provisions addressing the same subject matter, to the extent that they are inconsistent with this Code.

References in institutional regulations, policies, procedures, guidance, contracts, forms, templates, websites, published information, or internal records to the earlier Code of Ethics shall, so far as the context permits, be read as references to this Code until the relevant material is formally updated.

### **(3) Existing instruments and implementation**

From the effective date, institutional regulations, policies, procedures, contracts, partner agreements, service-provider arrangements, guidance, and published information shall be interpreted and applied consistently with this Code.

The Office of the President shall coordinate the review and updating of related institutional instruments and operational arrangements as soon as reasonably practicable, having regard to the nature, urgency, risk, and legal or regulatory importance of the amendment required.

Priority shall be given to the study contract; staff, lecturer, contractor, and partner arrangements; assessment and doctoral regulations; research-ethics arrangements; the Policy on the Use of Artificial Intelligence; data-protection and information-management arrangements; reporting routes; and institutional public information.

### **(4) Ongoing matters**

A concern, report, investigation, complaint, appeal, assessment process, research-ethics application, contractual matter, or other institutional process already underway when this Code takes effect shall normally continue under the procedure applicable when it began.

This Code may nevertheless be applied to an ongoing matter where this is required by applicable law, necessary to protect a person or the integrity of a process, expressly provided for in the applicable procedure, or more favourable to procedural fairness.

No person shall be subjected retrospectively to a more severe sanction or contractual consequence solely because this Code has entered into force after the conduct in question occurred.

### **(5) Implementation plan and transitional assurance**

Where a material change is required to give effect to this Code, the Office of the President shall ensure that the necessary implementation actions, responsible functions, priorities, and indicative timescales are recorded through the appropriate institutional governance route.

Transitional implementation shall not delay compliance with the core requirements of this Code, including academic integrity, honesty, confidentiality, protection from retaliation, procedural fairness, safeguarding of persons, and the lawful handling of personal data.

The Office of the President shall report material implementation risks, delays, or dependencies through the appropriate institutional route and, where necessary, to the Senate.

### **(6) Inconsistency during transition**

During the transitional period, this Code establishes the applicable ethical principle and standard. Another institutional instrument governs the relevant procedure, decision-making authority, contractual consequence, or remedy.

Where a genuine inconsistency arises, it shall be addressed through the appropriate institutional governance route and referred to the Senate for resolution where necessary.

## § 22 Final Provisions

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### (1) Binding effect

This Code is binding on every person and organisation within its scope as set out in Section § 1.

Where a person or organisation acts for or on behalf of Triagon Academy under a contract, partnership, or service arrangement, the relevant agreement shall require adherence to this Code to the extent applicable to that role, activity, or arrangement.

### (2) Relationship to law

Nothing in this Code limits any right, duty, or obligation arising under the law of Malta or any other applicable law.

Where this Code establishes an ethical standard that is higher than the minimum standard required by law, members of the community shall observe that higher standard unless doing so would be unlawful or inconsistent with a binding legal or regulatory obligation.

### (3) Interpretation and ethical guidance

This Code shall be interpreted in a manner consistent with its purpose, fundamental values, applicable law, recognised European higher-education practice, and the Standards and Guidelines for Quality Assurance in the European Higher Education Area.

A person uncertain about the interpretation or application of this Code may seek guidance through the Office of the President or another appropriate uninvolved institutional route. A matter requiring independent ethical consideration may be referred for consideration by an ad hoc Ethics Panel in accordance with Section § 17.

### (4) Approval and amendment

This Code, and any material amendment to it, shall be approved by the Senate of Triagon Academy through the applicable institutional governance process.

The Office of the President may issue non-binding implementation guidance, worked examples, explanatory material, administrative forms, and other supporting materials consistent with this Code. Such materials shall not amend, override, or reduce the standards established by this Code.

### (5) Publication and version control

The current approved version of this Code shall be published in a readily accessible form through Triagon Academy's institutional channels.

The document-control information shall state the title, version, status, approval authority, effective date, document owner, review cycle, amendment history, and the earlier Code or guidance that this Code supersedes.

**(6) Severability**

If a provision of this Code is held by a competent authority to be invalid, unlawful, or unenforceable, that provision shall be applied to the minimum extent necessary or, where this is not possible, treated as severed.

The validity and continuing effect of the remaining provisions of this Code shall not be affected.



## Annex

### Annex 1 Student Academic Records and Retention

#### Status of this Annex

This Annex shall be read with Section § 14 and Section § 15. It identifies core institutional requirements for student academic records. Detailed retention periods, access arrangements, and disposal procedures shall be governed by the Academy's applicable information-management and records-retention arrangements.

#### (1) Core student academic records

Triagon Academy shall maintain records sufficient to demonstrate the basis of a student's admission, recognition of prior learning where applicable, identity, participation where relevant, assessment, progression, examination, and the conferment of an award.

The records shall be accurate, complete, secure, retrievable, and capable of demonstrating the basis of material academic decisions.

#### (2) Custody and retention

Core student academic records, including records necessary to verify the award of a qualification, shall be maintained, retained, and archived in Malta for at least forty years, unless a longer period is required by applicable law, regulatory requirements, or another applicable institutional instrument.

The Academy shall maintain appropriate continuity, backup, security, and recovery arrangements so that records remain usable and legible throughout the applicable retention period, notwithstanding a change of system, technology, service provider, or organisational arrangement.

#### (3) Records subject to preservation

A record shall not be destroyed, irreversibly altered, or disposed of while it is the subject of, or may reasonably be relevant to, an ongoing complaint, appeal, investigation, audit, external quality-assurance process, legal claim, regulatory requirement, or other legitimate institutional purpose.

#### (4) External providers and disposal

Where a record is held, hosted, or processed by an external provider, service partner, or other processor, the applicable written arrangement shall preserve Triagon Academy's continuing access to the record and its ability to meet applicable academic, regulatory, records-management, and data-protection obligations.

At the end of the applicable retention period, records shall be securely destroyed, deleted, anonymised, or transferred to an approved archive, as appropriate and in accordance with applicable law and institutional arrangements.