



## ACADEMIC HONESTY POLICY 2022 - 2023

**AIM:** (final result we are aiming to achieve):

The English College Dubai expects students to be honest in all their academic work and believes that students, teachers and parents have a special responsibility to ensure that academic honesty is valued and upheld. Our 5 key values include respect and responsibility. Part of being a respectful and responsible student is ensuring that their work is completed with honesty and integrity in a culture of 'no excuses'. This policy exists to promote and reinforce these values. Therefore, the expectation is that all student work will be authentic, based on the student's individual and original ideas with the ideas and work of others fully acknowledged.

**RATIONALE:** (The reason for which this policy has been written)

- Develop responsible and ethical behaviour
- Reinforce self-respect, respect for peers and respect for the work of others
- Protect the integrity of the academic achievement level of all students
- Promote a high level of learning
- Guide parents and students in the traditions of academic honesty valued by the school
- To prepare students for academic honesty expectations in higher education

**GUIDELINES:** (The principles/instructions/steps of the policy)

### DEFINITION & EXAMPLES OF ACADEMIC MISCONDUCT

Academic misconduct, or cheating, includes, but is not limited to, the following examples:

- Plagiarism– submitting ideas, images and/or selections of passages of any length with the intent to represent this work as one's own by failing to acknowledge or seek permission from the original author. This includes copying or cutting and pasting directly from a web page or another person's work in whole or in part and submitting it as your own. A superficial change of wording or structure or conclusion is not sufficient to turn aside the charge of plagiarism.
- Collusion– one student permitting another student to copy or submit his or her work and failing to report this to the teacher. A superficial change of wording or structure or conclusion is not sufficient to turn aside the charge of collusion.
- Examination and Test Dishonesty– using cheat sheets or other prohibited items during a class test or examination; looking at another student's paper during a class examination; providing another student, whether at EC or elsewhere, with questions or answers from an examination or test which he or she has taken and the other student has not. This includes use of electronic resources, online searches and split screens on laptops. If a student were to complete their assessment on their device the only document that should be open is the assessment.
- Theft – stealing notes, notebooks, reports, lab books, or other work from other students to use as one's own or to transmit to any other user.
- Too Much Assistance – receiving too much assistance from sources such as websites, individuals, tutors or other services that offer answers or parts of answers to assignments or that significantly alter the style or language of a piece of work.

## **PRACTISES RELATED TO DEVELOPING STUDENT UNDERSTANDING OF ACADEMIC HONESTY**

- In classes, students are taught how to correctly cite the work of others and are given clear guidelines for submitting work. The system for referencing will be determined by the subject teacher but will in most cases be either footnotes or the Harvard referencing system.
- Teachers work with students to develop shared understandings about cheating, plagiarism, and other instances of academic misconduct.
- Teachers educate students carefully about matters of academic honesty, including engaging students in activities that clarify what constitutes plagiarism and how to avoid it and about the difference between authorized collaboration and illegitimate collusion.
- Students, teachers and parents are proactive in addressing issues surrounding time management, workload, stress and pressure thus minimising the chances that students feel they have 'no choice' but to plagiarise in order to meet deadlines and perform according to expectations.

## **BTEC COURSES**

- Students studying a BTEC course should follow and abide by the **Malpractice Policy** - detailed in the BTEC Student Handbook.

## CONSEQUENCES

After investigation, if a student is found to have committed academic misconduct, the following consequences could ensue:

- He or she will receive a mark of zero for the assignment or test in question and will receive negative points on class charts.
- The respective teacher will inform parents of the infraction.
- Each of the student's teachers will be informed of the infraction and will be asked to report any similar incidents.
- Repeat offenders will face more serious consequences.
- As part of Non Examined Assessments and course work elements of GCSE, BTEC and A level course students are required to sign a candidate declaration form. If a student breaches this declaration then the awarding board could take action, affecting the qualifying grade of the student. As a school we also reserve the right to award a zero or ungraded mark if the student is found to have plagiarized.

### POLICY REVIEW HISTORY:

This policy will be monitored, evaluated and reviewed by the Senior Leadership Team, approved by the Principal

Historical Record				
Revision No.	Date	Brief Description of Change	Approved by:	Next Review:
0	3/3/2021	New Policy	Principal	June 2022
1	17/04/2022	Updated	Principal	April 2023
2	April 2023			