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Academic Integrity Policy at EUROPA SCHOOL UK

Version and Date		Action/Notes
V1	29.03/2019	Applies to Whole School; Approved by FGB 2019
V2	22/05/2022	name of policy changed from Academic Honesty to Academic Integrity
Review Date June 2026		4 year review cycle

Europa School UK values personal integrity in ensuring fair representation of one's abilities and skills. Academic honesty is the heart of student achievement and authentic performance. Lapses in judgement or deliberate choices to misrepresent one's abilities or skills constitutes academic misconduct and will result in the implementation of procedures for Academic Honesty infraction by Europa School UK

Ethos

Europa School UK believes that all students are responsible for the authenticity of their own work. This principle must be upheld and modelled by all the members of the Europa Learning community—students, teachers, administrators, staff, and parents. We accept ownership of our original written, visual, or audio compositions and explicitly note when the work of another has been included in ours.

Overview

At Europa school students must take sole responsibility for any and all of their academic work; they alone are accountable for its originality. Students should:

- Ensure that all sources are acknowledged in their work using the Harvard referencing style agreed by the school.
- Make sure that information they have used is acknowledged in the body of the text and is fully listed in the bibliography.

- Use quotation marks or indentation to show all the text that is someone else's exact words and to indicate the author of the text used.
- Reference the source of a direct quotation or paraphrasing of the words or ideas of another; if the origin of a source is unknown it is better not to use it.

There are many forms of academic misconduct. Academic misconduct is behaviour that results in that student gaining an unfair advantage over another student or receiving credit for work that is not, in part or entirely, their own work. In addition, there are certain behaviours that can be regarded as dishonest practice in the areas of academic negligence, academic infringement, or collaboration:

- **Academic Negligence** is an act of plagiarism ranging from students not recording their sources to not citing the origin of the material in their work.
- **Academic Infringement** is the failure to note the source of information within the body of their work (i.e. with quotation marks) despite acknowledging the source in the cited page. Although this is not plagiarism, *per se*, no mark or grade may be given to the work.
- **Collaboration** is defined as working together on a common/shared task with the aim to share information. Students, however, are still responsible to produce their own work and not to allow their work to be copied or submitted by another student.

It is the work that the student submits, and only that work, which is under review.

Definitions of Academic Misconduct or Malpractice

Plagiarism— is the representation of the ideas, words, or work of another person as the student's own. Students must also be aware that translating a passage of text and using the translation in their own work without acknowledging its source is also plagiarism.
Collusion—is supporting malpractice by another student, as in allowing one's work to be copied or submitted for assessment by another.
Duplication of Work—is the presentation of the same work by a student for different assessments.
Misconduct—is a breach in protocol or conduct during an examination or assessment. Examples of misconduct include students who possess unauthorised material, demonstrate disruptive behaviour, copy another's work, or communicate with another.
Disclosure of Information—is the exchange of any information to another student whether a student gives or receives such information.

Procedures for Academic Integrity Infractions

Subject Teachers often require drafts of work to be completed. They may allow students the option of correcting any irregularities in their work before submitting their final copy or in any official submission. Subject Teachers may also require students to submit work electronically to turnitin.com.
If a teacher (student, parent, or administrator) suspects that a student is in violation of academic honesty policy (or if turnitin.com reveals any degree of plagiarism) following submission of an assessment:

1. The Subject Teacher must make every attempt to document the source of the infraction.
2. The Subject Teacher must talk to the student to discuss the infraction.

If following a thorough investigation, it is clear than an infraction has occurred.

1. The student will receive a zero grade on the assignment.
2. The student's parent(s) or guardian(s) will be notified.
3. A Subject Teacher will notify the Director of Teaching and Learning responsible for that year group to which the students belong of any breach of academic honesty.
4. The Directors of Teaching and Learning, and when appropriate the Head of Secondary, will meet with the student to determine the consequences/sanctions. Consequences can range from a zero grade on the assignment to a detention or parental meeting. In extreme cases and/or multiple incidents, exclusion or expulsion may be necessary;
5. The Principal will record the incident, notify the parents and notify the appropriate assessment authority.

Roles and Responsibilities

Students:
- are responsible for ensuring that all work submitted for assessment is their own
- are responsible for fully and correctly acknowledging the work and ideas of others
- may be required to review your work following feedback from a Subject Teacher. Failing or refusing to do this could result in an accusation of plagiarism, and/or a refusal to accept your work within school and/or to submit your work.
- are expected to comply with all internal school deadlines. This is for your own benefit and may allow time for revising work that is of doubtful authorship
- understand that a Subject Teacher has the right to refuse to 'sign off' your work if they do not believe you completed the work, and if you cannot prove your ownership to their satisfaction, or to the satisfaction of the Secondary Leadership Team.

Subject Teachers:
- are best placed to identify work which may not be the authentic work of the student
- are expected to read and check candidates' work for authenticity before submission. This refers to all assessments.
- are strongly encouraged to use Turnitin to check major assignments.
- must address any issues of authenticity arising from concerns about plagiarism and/or collusion before the submission of work for assessment. This must be decided within the school, initially by the Subject Teacher, and then in discussion with the Secondary Leadership Team.

Secondary Leadership Team:
- is responsible for training students, teachers and parents regarding the high standards around academic honesty and giving practical advice to ensure that the school is compliant.
- leads any investigation in the school regarding cases of academic dishonesty liaising with students, teachers and parents.

Parents and Guardians
- should encourage their child to make sure that they plan their set assignments so that they can meet deadlines with ease.

- should ensure that their child understands that they must do their own work, but support by showing them how to research and plan their work.
- should attend school meetings to gain a better understanding of the requirements.
- should encourage him or her to ask a teacher for advice.
- should develop a culture of effective library and online research at home.

The role of the Librarian

The Librarian is a useful resource for all students and teachers. He/she is an expert in the area of academic integrity and can provide guidance about referencing methods in all assignments. The Librarian should provide advice to students on the use of Turnitin to verify correct referencing and to assess the range of plagiarism errors.