



Academic Honesty Policy **European School Manosque**

The aim of this policy is to promote good academic practice and school culture that actively encourages academic honesty.

It is important for students to understand:

- What constitutes academic honesty and dishonesty.
- The importance of acknowledging accurately and honestly all ideas and work of others.
- That plagiarism is a serious academic offence.
- Explain precisely what penalties will be imposed should they be found guilty of malpractice.

Academic honesty:

- Proper conduct in relation to the conduct of examinations.
- The full acknowledgement of the original authorship and ownership of creative material.
- The production of 'authentic' pieces of work.
- The protection of all forms of intellectual property – which include forms of intellectual and creative expression, as well as patents, registered designs, trademarks, moral rights and copyright.

Academic dishonesty:

- All forms of malpractice such as:
 - Plagiarism
 - Collusion
 - Duplication of work

Important definitions to know and understand:

Malpractice:

Malpractice is behaviour that results in, or may result in the candidate or any other candidate gaining an unfair advantage in one or more assessments.

Malpractice may include:

- Plagiarism: The representation of the ideas or work of another as the candidate's own.
- Collusion: Supporting malpractice by another candidate – allowing one's work to be copied or submitted for assessment by another.
- Any other behaviour which gains an unfair advantage for a candidate or that affects the results of another candidate. This could include taking unauthorised material into the exam room, misconduct during an exam, falsifying assessments.
- Handing in written assessments done by others such as parents, tutors or peers.



Academic Honesty Policy **European School Manosque**

Collusion/Collaboration

Collaboration involves working together with other students. There are occasions where collaboration with other candidates is permitted or actively encouraged. Nevertheless, the final work must be produced independently, despite the fact that it may be based on similar data.

Working together is collaboration.

Copying someone else's work is collusion. Even if you have "collaborated" with another student, the work you present must be your own.

Plagiarism

Plagiarism is passing off someone else's work, writing, thoughts, visuals, graphics, music and ideas as your own.

Plagiarised work is work which fails to acknowledge the sources which it uses or upon which it is based.

Plagiarism is a clear breach of academic honesty. It is also a criminal offence.

The responsibility of each student

As students, your responsibilities in respect of academic honesty include the following:

- You are responsible for ensuring that all work submitted for assessment is authentically yours.
- You are responsible for fully and correctly acknowledging the work and ideas of others.
- You are expected to review your own work before submission for assessment to identify any passages, computer programmes, data, photographs and other material which require acknowledgement.
- You should recognise that you are ultimately responsible for your own work and that the consequences of any breaches of the standard of academic honesty will be yours alone.
- You should speak to teachers regularly about your work and show drafts of it and ask teachers for advice if they are at any time unsure of what they have written.
- If you are found to be academically dishonest in any way, a record of this will be put in your file and this will be communicated to your parents.

The responsibility of each teacher

Teachers are responsible as follows:

- To be vigilant for obvious changes in a candidate's style of writing, for work which is too mature, too error-free or more characteristic of an experienced academic than a secondary school student.
- Subject teachers are in the best position to identify work which may not be the authentic work of the student.
- Teachers must ensure that texts have not been copied or paraphrased without acknowledgement.



Academic Honesty Policy **European School Manosque**

- If a coordinator or a teacher has reason to suspect that a homework or assessment may not be authentic, that piece of work may not be accepted.
- The work must be redone by the student or else be granted a zero.

The responsibility of parents:

If parents engage a private tutor, they should ensure academic integrity and reduce the risk of students being disqualified.

- Parents must ensure to the best of their ability that private tutors are providing tuition services which aid the knowledge and understanding of the student in the subject and not providing services which contravene the academic honesty policy of the European School Manosque such as inappropriate help with homework and which could lead to the student achieving attainment grades which do not represent their ability in a subject, facing disciplinary action by the school or receiving a failing grade.

Declaration

I confirm that I have read, understand and agree to abide by the European School Manosque's academic Honesty Policy.

Student's name _____

Date _____