



THE ENGLISH SCHOOL OF KYRENIA *an exceptional school*

Academic Integrity Policy

This policy should be read in conjunction with the school's Artificial Intelligence Policy.

What is academic integrity?

This document uses the term 'academic integrity' as defined by the IBO¹: "a guiding principle in education and a choice to act in a responsible way whereby others can have trust in us as individuals. It is the foundation for ethical decision-making and behaviour in the production of legitimate, authentic, and honest scholarly work".

'Academic misconduct' is the term used in general for any action that is in breach of academic integrity and is further clarified below.

Why is academic integrity important at ESK?

Academic integrity is expected at academic and professional institutions internationally and can have serious, life-altering consequences for students if breached. Good academic practice such as the principles of transparency, honesty and crediting creators of knowledge bind academic and professional communities together.

Academic misconduct may secure gains for students in the short-term. However, ultimately it is damaging to students as it prevents them from developing and practising skills that are expected at school, university and in the workplace. These skills include research, analysis, interpretation, synthesis, critical thinking, discussion, and a range of writing skills including the construction of arguments.

The founding values of ESK, which we seek to develop in our students, presuppose and expect that we all act ethically. These values are integrity, sincerity, honesty, trust, justice, and respect and each is fundamental to academic integrity.

Justice: Assessments are intended to present an accurate reflection of student performance. Academic misconduct leads to an unfair advantage for one student over others and is, therefore, unjust.

Respect: Respecting the rights and ownership of those who have developed knowledge means giving credit to them by citations and referencing when we use their work in any way.

Honesty and sincerity: Presenting work that is not your own is an act of dishonesty and shows a lack of sincerity towards the person to whom you are submitting the work.

Trust: Organisations and individuals around the world place a lot of trust in academic qualifications and the methods by which they are awarded, such as the correct conduct of examinations. Individuals, schools, and other organisations are all responsible for making sure that this relationship of trust is not broken.

Integrity: Has been described as doing the right thing even when no one is watching or when no one will know otherwise – i.e. a true test of character. This includes doing the right thing academically, even when it is hard and even when academic misconduct is tempting.

¹ International Baccalaureate Academic Integrity Policy published October 2019, updated March 2023
all stakeholders.

Why have an academic integrity policy?

- To develop and promote a culture of academic integrity in the school and as a foundation for later life (tertiary education and the workplace).
- To put in place the framework and processes for supporting students in learning and following ethical academic behaviour.
- To clarify important terminology and the different ways in which academic integrity expectations can be breached.
- To inform all stakeholders of the consequences of failure to comply with the school's academic integrity policy.

What constitutes academic misconduct?

Broadly, academic misconduct can be defined as any instance or behaviour that may result in a student gaining an unfair academic advantage over others, or that may result

in an academic disadvantage to others. Academic misconduct includes, but is not limited to:

- **Use of artificial intelligence (AI) tools:** Artificial Intelligence (AI) tools are varied and developing at a rapid pace, with wide capabilities/application. ESK's Artificial Intelligence Policy must be followed by all students to avoid academic misconduct.
- **Plagiarism:** This is a general term for presenting work or ideas from another source or person as your own, by incorporating it into your work without proper and explicit acknowledgement. This may be done intentionally or unintentionally. This may be with or without the knowledge of the original source or person. It includes copying or copy/pasting.
- **Use of translated material/tools:** Writing in your native tongue and then using a service like google-translate. Whilst the first document was your work, using a translation service for English (or any other language) means that you are not the author of your own work. Similarly, searching in google in your own language and then translating your findings into English.
- **Self-plagiarism/Duplication:** Presenting the same work (even your own) for different assessments.
- **Collusion:** Where two or more students work together to complete an assignment that is expected to be completed independently, or where one or more students enable/facilitate academic misconduct by another student. This includes (but is not limited to) allowing one's work to be copied in part or in whole by another student, presenting another student's work as one's own, or providing questions and/or answers to another on a test or quiz.

Note that collusion is different from collaboration. Students are often encouraged to collaborate (work together) on projects/assignments, and this is fine provided that the assignment instructions permit it and the teacher is aware.

- **Private tutors:** Caution is advised in the use of private tutors who should not be used in the completion of school assignments.
- **Examination misconduct:** Before each examination session, students are advised of all exam rules and expectations as set out by ESK or by the external examination bodies, including what constitutes exam misconduct and its consequences. Examination misconduct includes, but is not limited to the use of unauthorised materials, improper use of technology, copying, and communicating.

School responsibilities

Through a curriculum designed and initially implemented by the English Department, the school undertakes to explicitly instruct students on academic integrity and academic good practice. This includes teaching appropriate research methods, paraphrasing, and proper referencing/citation. This is to ensure students can carry out tasks in such a manner that they fully embrace the processes of research, writing, preparation, and submission of drafts to an acknowledged schedule.

The school will train students and teachers in the principles and practice of academic integrity following internal guidelines or the guidelines of external examination boards.

The school will uphold the other measures explained in this policy.

Student responsibilities

Include the following as well as following other guidance provided by teachers:

- To attend lessons and seminars on Academic Integrity and complete practice assignments. To seek any more guidance that may be needed on aspects of good academic practice
- To make consistent efforts to avoid the types of academic misconduct enumerated on previous pages.
- To strive to produce work, honestly, to the best of their own abilities as authors of their own work.
- To uphold the principles and practices detailed in this document to the best of their abilities.

Teacher responsibilities

In an examination setting: Teachers are expected to follow the conduct of examination guidelines of ESK and/or relevant examination boards when they invigilate exams.

In a classroom setting: Teachers are expected to be role models for academic integrity. This includes:

- Upholding high standards of academic integrity when producing materials for their classroom/examination use.

- Teaching and reminding students about the importance of academic integrity and what constitutes academic misconduct.
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- Reinforcing and expecting the practise of good academic conduct in view of the training students have received each year.
- Holding students accountable in case of academic misconduct and following through with sanctions at the appropriate level.

For coursework: Teachers are given training on and expected to follow the guidelines published by relevant examination boards/awarding bodies. Holding progress meetings with students and developing familiarity with their voice and work is essential. This puts the teacher in a better place to determine if work is authored by the student, by someone else, or is a compilation of material collected from various sources.

Consequences of academic misconduct

ESK has a range of disciplinary consequences in place for academic misconduct.

In the case of academic misconduct during an external exam, the guidelines of the examination/awarding body will be followed. In case of coursework done for IGCSE, A Level or IB programmes, the work will not be submitted by the school for internal or external assessment. If time and regulations permit, a student who has submitted work that ESK refuses to submit to the IBO, or other examining body, may submit another, original piece of work. If time does not allow for this, the examination/awarding body will be so advised. The decision of the examination board/awarding body will be communicated to the student in due course, by the IB Coordinator or the Examinations Officer.

In the case of academic misconduct on ESK tests/examinations or other school assignments, the consequences include but are not limited to:

- Giving the work a grade of zero with no opportunity to resubmit.
- Advising parents and all other subject teachers of the academic misconduct.
- Inserting a note on the student's school record of this act. It is pertinent to know that school records are forwarded to any later schools or universities and used in the writing of student references at the time of application to other schools or universities.
- Failing the course.

- Suspension.
- Permanent exclusion.

Upholding and enforcing academic integrity is the responsibility of all teachers at ESK. Subject teachers should advise the relevant Head of Department/Key Stage Coordinator, IB Coordinator or Examinations Officer of instances of academic misconduct.

Following disciplinary action for academic misconduct, a student may, if they are in disagreement with the actions of the Key Stage Coordinator, IB Coordinator or Exams Officer, appeal to the Head of Secondary to review the measures taken as part of this policy.

Policy availability and review

This document is to be used in conjunction with ESK's exam rules and regulations for students, as well as the Cambridge, Edexcel and IBO guidelines for the conduct of examinations and assignments.

This policy is distributed to students, teachers, and parents and is reviewed periodically.