

Academic Integrity Policy

Rationale

Academic Integrity should also be part of an 'ethical culture' of any educational institution, be that a primary school or university. It is an obligation which must be embraced and fostered by the entire school community, so students continue their future life, whether in higher education or in the workplace, in strict adherence to this principle.

Purpose

ProEd Global School aims to instil strong ethical ideals in our students as valuable members of the learning community. Being a trustworthy and responsible learner is fundamental to who we are and what we aspire to be. Our aim is to help students become lifelong learners and possess the skills, integrity and resilience to participate in a changing global society. Academic integrity is fundamental to this notion.

What is Academic Integrity?

Academic integrity is 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.

ProEd Global School aims:

- To focus on the positive practice of academic integrity at all times, rather than what constitutes academic malpractice.
- To embed a culture of academic integrity across the school where students learn to proactively reflect on and regulate their own research, referencing and other assessment practices.
- To make all relevant stakeholders aware of what constitutes both integrity and malpractice and to deeply embed this in our learning culture

What is Student Malpractice?

Student Malpractice is defined as the deliberate or inadvertent behaviour that has the potential to result in the student, or anyone else, gaining an unfair advantage in one or more components of assessment. This may include but is not limited to, plagiarism, collusion, duplication of work, and any act that may threaten the validity of external examinations or internal assessments and enable a student to gain an unfair advantage or affect the results of another student.

What is School Maladministration?

School maladministration is defined as an action by a school or an individual formally associated with the school that infringes the rules and regulations, and potentially threatens the integrity of external examinations and assessments. It can happen before, during or after the completion of an assessment component or completion of an examination.

ProEd Global School is committed to:

- Following all the rules and regulations set forth by any external examination provider in regards to academic integrity, exam administration and security, and preparation of assessed materials.
- Training all relevant stakeholders to understand and apply both internal and external policies in this regard.
- Providing all appropriate technology and security in order to run our curriculum to a high educational and ethical standard.
- Dealing with any incident of school maladministration fairly.

How to Ensure Academic Integrity?

Academic integrity is encouraged and promoted across the school by:

- Making the academic integrity policy and expectations clear to all relevant stakeholders through professional development, parent workshops and teaching.
- Teachers reinforcing the importance of academic integrity and clearly outlining the expectations surrounding this in relation to all work set in class or for completion at home.
- Teachers supporting students in the use of commonly recognised referencing systems.

- Developing students' planning, organisation and time management skills to support them in being principled learners.
- Making students aware that all formally assessed submissions of work are reviewed by the teacher and, where available, originality software such as 'Turnitin.com'.

Procedures and Consequences

- ProEd Global School is committed to helping all students follow academic integrity rules and to giving them a fair chance to explain any issues that may arise.
- All suspected academic malpractice will be investigated by the relevant teacher.
- Serious cases are brought to the leadership team for consideration.
- Students and parents will always be informed about serious academic integrity issues and allowed to discuss the issue with the teacher and a member of the leadership team.
- Any investigation of academic malpractice will follow the procedures detailed in the Academic Integrity Procedures document.
- Although consequences may be given, ProEd Global School sees all academic practice as an opportunity for improvement and will support all relevant stakeholders to learn from the issue.
- Serious academic malpractice involving external examinations or assessment will be reported to the governing body and all stakeholders will then abide by the resulting decisions and consequences.

Discretionary Power

- ProEd Global School reserves the right to exercise its discretionary power when deciding on the appropriate consequences for students found to have committed an act of academic malpractice.
- Whilst matters related to academic malpractice are confidential, universities often ask about academic integrity and school reference letters may explicitly refer to any documented incidents.