ACADEMIC HONESTY POLICY
2026-27

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 integrity. 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
- Ensure students understand the responsible and ethical use of AI and digital tools in academic work

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.

- The use of artificial intelligence - making use of websites/apps/programmes such as ChatGTP and producing work that the quantity/quality/ideas/creativity etc. is not that of your own, or without accurate referencing. Students must acknowledge any use of AI tools by referencing them properly, verifying the content independently, and providing non-editable records of AI-generated content when submitted for assessment.
- 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. This applies to internal and external assessments. This also includes the use of AI tools, hidden applications, or any digital method used to gain an unfair advantage.
- 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. This includes over-reliance on AI tools or external support that replaces independent thinking.

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 authorised 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.

- Teachers and assessors should familiarise themselves with AI tools and detection methods, implementing measures to authenticate student work and prevent unauthorised AI use during assessments.
- Teachers will explicitly teach students how to use AI responsibly, including how to acknowledge AI use and evaluate AI-generated content.
- Students will be made aware of the risks of AI misuse, including misinformation, bias and over-reliance.

BTEC COURSES

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

CONSEQUENCES

Internal School Work (homework, classwork, internal assessments)
After investigation, if a student is found to have committed academic misconduct (e.g., plagiarism, copying, inappropriate use of AI tools) in internal work, the following consequences will apply:

- The student will receive a mark of zero for the assignment or test in question and will receive negative points on Class Charts.
- The teacher will inform the student's parents or guardians.
- All of the student's teachers will be informed and asked to monitor for any further incidents.
- Repeat offenders will face more serious disciplinary action, which may include detention, suspension of leadership roles, or further academic sanctions.

External Examination Board Work (GCSE, BTEC, A Level NEAs and coursework)
Academic misconduct in any Non-Examined Assessment (NEA) or coursework component of an external qualification carries serious consequences that extend beyond school. Students are required to sign a Candidate Declaration Form confirming the work is their own. If a student breaches this declaration - including using AI-generated content without proper referencing or misrepresenting their own work - the awarding body (e.g., Pearson Edexcel, AQA, etc.) may be informed.

The exam board has the authority to:

- Award a mark of zero for that component.
- Disqualify the student from the entire subject.
- Disqualify the student from sitting other exams that season or in future sessions.

These decisions are not within the school's control and are often non-negotiable.

Use of AI tools (like ChatGPT or other content generators) in NEA/coursework must be fully acknowledged. Unacknowledged AI use is treated as plagiarism and will be reported to the awarding board.

APPENDICES (Relevant links to other policies or documents)

- Malpractice Policy

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	17/4/2022	Updated	Principal	April 2023
2	April 2023	Updated	Principal	April 2024
3	20.06.2024	Updated	WSLT	June 2025
4	27.5.25	Updated	WSLT	June 2026
5	02.06.2026	Updated	WSLT	July 2027