

PLAGIARISM POLICY

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1. Definition

Plagiarism is the act of passing off someone else's work, intentionally or unintentionally, as your own. This might be by copying or paraphrasing someone else's published or unpublished work without proper acknowledgment, or by representing someone else's artistic or technical work or creation as your own.

It is important to remember that plagiarism can be committed accidentally, by failing to acknowledge your sources or by relying too heavily on the words or other work of others. If a student is concerned they may be plagiarising, they should speak to a member of staff who can offer guidance.

2. The school's policy on plagiarism

We oppose plagiarism primarily because our business is education, and plagiarism is contrary to the educational process. This is most obvious in the case of subjects like mathematics, or translation of a language: if you merely copy your answers out of an answer key to a Maths, or Latin, textbook, then you won't have done the work that tests and improves your understanding of Maths, or Latin, as the case may be. The act of processing knowledge and understanding in a transformational manner is known to be an essential part of learning, and of demonstrating your academic progress. Merely copying others' words and ideas, as opposed to presenting ideas in your own words, undermines and evades the process of acquiring a proper understanding of your subjects, and of acquiring the skills of presentation that we aim to help you develop.

Plagiarism may give a student an unpermitted academic advantage and it is therefore considered as seriously as collusion, cheating in exams and fabricating results or data. As such, it is unacceptable in a scholarly community. In universities, plagiarism is standardly regarded as an act of academic misconduct. Penalties for plagiarism at university are severe, including the award of a mark of zero for assessed work and even, in the case of repeated offences, termination of the student's course.

Universities also penalise against self-plagiarism, which is when a student copies large parts of their own previous work into a new piece of work in an attempt to make it look like new material.

We actively discourage plagiarism, including self-plagiarism, because it undermines learning, and we want our students to learn good study practices in preparation for higher education and academia.

3. Sanctions

If a student is suspected of plagiarising essays or assignments, whether in class or at home, the issue will be taken seriously and investigated by staff. Work that is the result of plagiarism will have to be redone and resubmitted and Academic Heads of section will be informed.

If a student is found to have plagiarised work during a public exam or for coursework purposes before they sign any exam board forms, it remains a school issue.

If a student plagiarises after they have signed the relevant form, stating the work is their own, then the school will have no choice but to inform examination boards, who may decide to award a mark of zero for that work/paper or disqualify the candidate entirely from that subject.

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