



CHELTENHAM
MUSCAT

Academic Integrity Policy

Policy History

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Reviewed by (owner)	Alex Hands, Deputy Head
Policy owner (SLT)	Deputy Head
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Purpose

At Cheltenham Muscat, we create a learning environment that upholds the principals of integrity and responsibility through an ambitious education for students from different cultural backgrounds and value systems. The principle of academic integrity should be viewed positively by the entire school community, becoming a natural part of academic study. It is therefore important that students, parents and staff are aware of the importance of academic integrity and what constitutes good practice, whether it is in the context of external assessment, or for work submitted internally.

Scope

The aims and objectives of this policy are:

- To detail what constitutes academic misconduct
- To outline appropriate use of artificial intelligence
- To detail and advise on student, teacher and parent responsibilities
- To outline measures taken to provide education and support
- To outline the academic integrity procedures for the prep students, senior students and sixth form
- To outline the consequences of academic misconduct

What constitutes academic misconduct

- Plagiarism or facilitating plagiarism
- Collusion
- Submitting work commissioned, edited or obtained from a third party
- Inclusion of inappropriate, offensive or obscene material
- Duplication of work
- Falsification of data
- Misconduct during an examination
- Conduct that threatens the integrity of the examination
- Interfering with an academic misconduct investigation
- Forgery or falsification of grades or certificates

Plagiarism is the most common form of student academic misconduct identified. We define plagiarism as “the representation, intentionally or unintentionally, of the ideas, words or work of another person without proper, clear and explicit acknowledgment”. This includes the use of translated materials.

Artificial Intelligence

Students need to be aware that the Cheltenham Muscat does not regard any work produced—even only in part—by AI tools to be their own. Therefore, as with any quote or material from another source, it must be clear that any AI-generated text, image or graph included in a piece of work has been copied from such software. The software must be credited in the body of the text and appropriately referenced in the bibliography. If this is not done, the student would be misrepresenting content—as it was not originally written by them—which is a form of academic misconduct.

Student Responsibilities

Acknowledgement of Sources

Students will naturally use (and should be encouraged to use) a wide variety of resources in researching and preparing work. To avoid plagiarism, students must, however, acknowledge their sources when they present their work.

Acknowledging sources can take many forms, from citing a source in the written work (in-text citations) to full citations used in a bibliography. The guiding principles should be that:

- honesty and academic integrity require a writer to acknowledge the ideas and work of others;
- in written work based on research from a number of different sources, all material statements, ideas, opinions or data taken from another person’s work should always be acknowledged whether directly quoted or paraphrased or summarised;
- the reader should be able to find the source easily.

Citation should follow the Harvard referencing system across all areas of the school.

Working with Other Students

Students are responsible for their own work and should not allow their work to be copied by another student. They should also take care not to submit work by another person, as their own.

The Use of Data and Information

Students are responsible for submitting accurate and original data where appropriate and should take care not to falsify any information.

External and internal Examinations and Tests

Students will be informed of the procedures pertaining to internal and external examinations and tests. Students are therefore expected to follow these procedures.

Teacher Responsibilities

Teachers are responsible for guiding students from when they join the school, in the appropriate terms, of the importance of academic integrity and acknowledgement of sources and how to avoid plagiarism. The extent, formality and format of the acknowledgement required will be made clear to students when assignments are set. They are also required to communicate expectations to students, clearly referring to academic integrity guidelines, encourage honesty and communicate the consequences of breaching regulations.

Parent Responsibilities

It is the responsibility of the parent to support and understand the significance of the School's Academic Integrity Policy. It is also recommended that parents monitor and supervise, when necessary, the progress of assignments, summative assessments, and projects submitted by their children.

Measures taken to provide education and support regarding academic Integrity

- Library induction lessons include sessions on academic integrity and the issues arising from academic misconduct;
- Pastoral sessions in each year touch on the issue of plagiarism;
- Study Skills sessions include an element on academic integrity;
- The library makes available guidance to help students to avoid plagiarism and to understand how to set out references and bibliographies;
- Turnitin is used to assess the likelihood of potential plagiarism and misuse of AI.

The consequences of Academic Misconduct

Lower Prep

In Lower Prep, teachers will discuss the meaning of academic integrity with students and ensure they have clear understanding of how this applies to their work before they arrive in Upper Prep.

Upper Prep, Seniors and Sixth Form Internal Submissions

Where a member of staff suspects that a student may have committed plagiarism:

- he or she should first discuss it with the relevant Head of Department;

- then (with the Head of Department or another colleague) meet with the student to present evidence and discuss the matter further.

If the member of staff is satisfied that any plagiarism was unintentional or inadvertent, he or she may

- ask the student to resubmit the work with proper acknowledgement of sources, explaining how such incidents could be avoided in future work.

If it is deemed that the plagiarism was dishonest and intentional, the member of staff should

- make the student aware of the importance of the issue and
- report the matter to the relevant Phase Leader where appropriate. This should be recorded on iSAMS.

After discussion and depending on the nature of the offence or assignment, the member of staff should

- inform the student that work will not be assessed. Parents will be informed of any such incidents and the reasons for this sanction.

In addition, following consultation with the relevant Phase Leader, a letter will be sent to the student's parents or guardians and a copy of the letter retained on the student's file. This is the first stage of a three-tiered process.

In the case of a repeat offence involving coursework or other examination related work, parents will be invited to meet with the phase leader to discuss the severity of the matter. They will be informed that any further breaches of the academic integrity policy may result in the student being disappplied from part or all of their programme of study.

A third offence involving coursework or exam related work will result in the student and their parents meeting with the phase leader and deputy head to outline the policy breach and confirm sanctions which would include one or more of: disapplication from a single component, or their IGCSE/A Level/GED certification in the subject in question, dependent upon the nature of the policy breaches and at the discretion of the Principal. Students may be given the opportunity to resubmit an alternative and original piece of work, subject to published calendar deadlines and at the discretion of the Principal. In any instance where students do not submit for all or part of the relevant external assessment due to academic integrity issues, any examination entry fees paid will not be refundable.

Senior School External Submissions

For IGCSE and A level, candidates submitting externally assessed or moderated work will have to sign a declaration to attest that all work is of their own creation.

The examinations officer will circulate documents from public examination boards relating to controlled assessment and/or coursework to Heads of Department so that candidates may be made aware of relevant regulations.

If plagiarism is suspected in a piece of work submitted for assessment, the teacher will, depending on circumstances, take some or all of the following actions:

- discuss the matter immediately with the student and make the student aware of the potential consequences, including disqualification.

- report the matter to the relevant Head of Department and Programme Coordinator. The examinations officer should also be informed.
- If it is determined that plagiarism has occurred, then the Principal should be informed.
- Any breaches of academic integrity identified in work already submitted to the examination board for assessment will be investigated by the relevant Phase Leader.

The three-step process of applying consequences, as outlined in section 2.8.2, applies to externally submitted work, however breaches identified in work which students have submitted for final external assessment may lead to immediate disapplication at the discretion of the Principal.

Academic misconduct during external examinations

The school follows all instructions for the conduct of examinations as detailed in the relevant guidance provided by examination boards, following the processes and procedures outlined in these guides.