

Academic Integrity Policy

Title: Academic Integrity Policy

Owners: Academic Manager

Last Reviewed Date: 12 November 2025

Next Review Date: Nov-Dec 2026

Purpose: This policy serves as guidance to ensure compliance with ethical and professional principles, standards and practices in making decisions and taking actions in English language teaching and learning. It applies to all students, teachers and staff across all Atlas centres and is intended to foster a culture of honesty, respect, and responsibility in all academic and classroom activities

Scope: This policy applies to all Atlas Language School centres. It provides information and guidance for staff and students.

Associated Policies and Supporting Documents:

[Atlas AI Policy and Practice](#)

1. Core Values of Academic Integrity

- **Honesty** - being truthful in all aspects of learning and assessment.
- **Fairness** - acting in ways that are just and impartial.
- **Respect** - acknowledging the work, ideas, and contributions of others.
- **Responsibility** - taking ownership of one's learning and behaviour.
- **Trust** - building confidence between students and teachers through ethical conduct.

2. Academic Misconduct Definitions and Violations

Academic misconduct perpetrated by students, staff or the school that transgresses academic integrity and the ethical standards we hold in common include:

2.1 Plagiarism

Plagiarism is the presentation of another person's words, ideas, or work as one's own without proper acknowledgement. This includes:

- Copying text from sources (books, internet, classmates) without citing.
- Using translations or paraphrased work without attribution.
- Submitting work done by someone else (e.g., tutors, friends, or online services).
- Reusing your own previous work without permission ("self-plagiarism").

2.2 Cheating

Cheating involves dishonest behavior intended to gain an unfair advantage in learning or assessment. Examples include:

- Using unauthorised materials or devices during tests or exams.
- Communicating with others during assessments.
- Breach of examination regulations

Academic Integrity Policy

- Copying another student's work or allowing others to copy yours.
- Impersonating another student or arranging for impersonation.

2.3 General Academic Misconduct

Any behaviour that undermines the learning process, such as:

- Falsifying attendance or participation records.
- Fabricating data or references in assignments.
- Misusing translation or grammar tools (e.g., overreliance on AI to complete assignments).

3. Expectations of Ethical Behaviour

On occasion, some international students may find it difficult to get to grips with the educational expectations and conventions in the host country. For example, they may not have been exposed to group work in their own country, and they may have understandable fears of studying in a second language. However, for all students and staff at Atlas Language School there are some expected behaviours:

All students are expected to:

- Complete all tasks and assessments independently unless collaborative work is explicitly allowed.
- Use sources responsibly and appropriately reference any materials consulted.
- Seek guidance if unsure about how to use external resources or cite sources.
- Report any observed incidents of academic misconduct.

All teachers are expected to:

- Clearly explain what constitutes plagiarism and cheating in the context of language learning.
- Design assessments that encourage authentic language use and critical thinking.
- Support students in developing academic writing and research skills.
- Address suspected violations fairly and consistently.

4. Detection and Reporting

Teachers and staff are responsible for identifying and investigating suspected violations.

Methods include:

- Plagiarism detection software/tools.
- Comparison of writing styles and content.
- Observations during assessments.

Students or staff who suspect academic dishonesty should report it confidentially to the School Manager, the Academic Manager or other member of the academic management team.

5. Consequences of Academic Misconduct

Consequences for violations will depend on the severity and may include:

Academic Integrity Policy

- First offence: Warning, revision of the work, and a learning intervention (e.g., academic integrity workshop).
- Second offence: Grade penalty, official documentation of misconduct.
- Severe or repeated offenses: Suspension or expulsion from the programme.

All incidents will be documented and handled in accordance with school procedures.

6. Support and Prevention

The school is committed to educating students about academic integrity through:

- Orientation sessions and workshops as part of the electives programme.
- Writing and citation guides.
- Using google docs to chart development of the writing.
- One-to-one academic support.
- Developing assessment tools that bring a sense of fun into assessments.
- **Using assessment tools that allow for rich formative feedback**

In general, embedding a culture of honesty and respect, and being a good member of the school 'society', is critical in promoting academic integrity.

7. Review and Policy Updates

This policy will be reviewed regularly to ensure it remains relevant and effective in promoting academic integrity.