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Academic Honesty Policy

CJD International School

CJD Academic Honesty Policy

Table of Contents

1. Introduction: What is Academic Honesty?.....	2
2. What is Malpractice?.....	2
3. Roles and Responsibilities.....	3
4. Academic Honesty and the Internet.....	4
5. Academic Honesty and Group Work.....	4
6. School Procedures for Suspected Academic Dishonesty.....	5

1. Introduction: What is Academic Honesty?

Academic Honesty is a fundamental principle in education that reflects respect for intellectual and creative expression and values authentic work. At CJDIS, we aim to cultivate a learning environment where students take pride in producing original work that reflects their abilities, effort, and understanding.

An authentic piece of work is one that is based on the student's own ideas and expression, with proper acknowledgement of any external sources. Academic Honesty promotes personal integrity and encourages students to engage in research and assessment in a manner that is ethical, respectful, and responsible.

Where other ideas or information sources are used, these must be fully and appropriately acknowledged, using the student's own language and expression throughout.

The school community—staff, students, and parents—shares the responsibility of promoting academic honesty as a core value. This policy outlines the expectations, responsibilities, and consequences related to academic integrity at CJD-IS.

2. What is Malpractice?

Malpractice refers to any behaviour that gives, or attempts to give, an unfair academic advantage to a student or to others. It includes (but is not limited to) the following:

- **Plagiarism:** presenting the ideas or work of another person as one's own.
- **Collusion:** supporting malpractice by another student, such as allowing one's own work to be copied.
- **Duplication of work:** submitting the same work for different assessment components.
- **Fabrication of data:** falsifying or inventing data or results.
- **Use of unauthorised material** in examinations (e.g. notes, mobile phones).
- **Misconduct during examinations**, including disruptive behaviour.
- **Copying the work of another candidate.**

These behaviours undermine fairness and the integrity of assessment processes and will be treated seriously.

3. Roles and Responsibilities

Teachers must:

- Model academic honesty and integrity in their own practice.
- Teach students the values, knowledge, and skills associated with academic honesty, appropriate to their subject and year level.
- Provide explicit instruction on integrating and referencing the work of others.
- Cite all sources used in their teaching materials.
- Confirm, to the best of their knowledge, that work submitted for external assessment is the student's own authentic work.

Students must:

- Understand what academic honesty and malpractice mean by reviewing this policy with their teacher.
- Submit only work that is their own and has been properly referenced.
- Respect the intellectual property rights of authors, artists, and creators.
- Learn and apply referencing skills appropriate to their level, including paraphrasing, quoting, and creating bibliographies.
- Ask for clarification if unsure about referencing or proper academic conduct.
- Understand the consequences of academic dishonesty within the school and examination boards.

Parents/Guardians must:

- Support the development of academic honesty by reinforcing the importance of integrity at home.
- Ensure that any external tutoring or academic assistance does not compromise the authenticity of the student's work.

4. Academic Honesty and the Internet

With the ease of access to digital resources, it is essential that students understand that all information taken from the internet must be acknowledged. This includes:

- Maps, photos, illustrations, data, graphs, and text
- The source of the material and the date of access must be included in submitted work
- Failure to do so constitutes plagiarism. If a teacher suspects academic dishonesty, they may:
- Conduct an internet search for suspicious phrases
- Use plagiarism detection software (e.g. Turnitin)

Artificial Intelligence (AI)

AI tools such as ChatGPT are powerful but must be used ethically. Students must:

- Use quotation marks for any verbatim AI-generated text
- Acknowledge the tool used, even when paraphrased
- Understand that failing to credit AI tools is equivalent to failing to credit any other source

5. Academic Honesty and Group Work

Collaboration is encouraged in certain assessments. However, students must ensure that their **individual contributions are clearly identifiable**. To promote academic honesty in group work:

- Set clear expectations for each member's role
- Track contributions using shared documents (e.g. Google Docs, MS Teams)
- Include progress logs and regular check-ins
- Design assessments to evaluate both individual and group input
- Include self- and peer-assessments to reinforce responsibility
- Define and communicate consequences for dishonest behaviour

6. School Procedures for Suspected Academic Dishonesty

Each case of suspected malpractice will be handled individually, with a focus on fairness, consistency, and educational guidance. The goal is to foster improved understanding and future compliance.

Minor Infringements

Handled by the teacher and Head of Level, with a focus on re-education:

- Student is interviewed
- Issue is clarified
- Work is resubmitted (no penalty)

Internal Sanctions for Major Incidents (e.g. homework, classwork, internal exams):

First Offence:

- Zero awarded for the work
- Teacher informs parents
- Referral made to Principal
- Expectations reviewed; support provided
- Work resubmitted to teacher

Second Offence:

- Zero awarded again
- Disciplinary referral to Principal
- Notation added to school records
- Parent-student-teacher-Principal conference

Third or Subsequent Offence:

- Student may receive **no credit for the course**
- Student may be **recommended for withdrawal** from external exam candidacy

All students are expected to uphold the principles of academic honesty. This policy is not only a framework for disciplinary action, but a **learning tool** to help students grow into responsible, ethical individuals capable of independent and original thought.

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Colégio Júlio Dinis
INTERNATIONAL SCHOOL

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www.cjd.pt

Rua do Porto Feliz | 4350-016 Porto | Portugal

 +351 220 109 083

 @colegiojuliodinis

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