



مدرسة الدوحة البريطانية
DOHA BRITISH SCHOOL

Academic Honesty



Last Review: June 2023

Next Review: June 2024

Reviewer: Policy Committee





1. Purpose

DBS has established an Academic Honesty Policy to ensure that all students understand the importance of academic honesty and the consequences of academic misconduct.

2. Scope

This applies to all pupils across all Doha British Schools at all stages.

3. Policy Statement

Doha British School is committed to fostering a culture of academic integrity among students. We will provide educational resources, guidance, and support to help students develop their understanding of academic honesty, research skills, and the correct application of the Harvard Referencing System. We encourage open discussions about academic integrity and emphasise the importance of originality and intellectual rigour.

4. Definitions

Cheating: Cheating is defined as any attempt to gain an unfair advantage in academic work. Cheating includes, but is not limited to, copying from another student's work, sharing answers, using unauthorised materials, using electronic devices during exams, and collaborating on assignments without permission.

Plagiarism: Plagiarism is defined as the act of presenting someone else's work as one's own without proper citation or attribution. This includes, but is not limited to, copying and pasting from the internet, paraphrasing without proper citation, and using someone else's work without permission.

5. Expectations and Guidelines

5.1 Attribution and Referencing: All sources used in written work, including books, articles, websites, interviews, and any other materials, must be appropriately cited and referenced using the Harvard Referencing System. Students should include in-text citations and a comprehensive reference list or bibliography at the end of their work.

5.2 Paraphrasing: When summarising or paraphrasing the ideas of others, students must ensure that they accurately represent the original author's work and provide proper attribution. Paraphrased content must be significantly different from the original source, using one's own words while still giving credit to the original author.



5.3 Collaboration and Group Work: When working on group projects or collaborative assignments, students must clearly acknowledge the contributions of each individual.

Plagiarism within group work is strictly prohibited, and each student is responsible for their own academic integrity.

5.4 Use of Online Resources: The internet provides a vast amount of information, but it is essential for students to critically evaluate sources for reliability and credibility. Websites, online articles, and other electronic resources should be appropriately cited and referenced in line with relevant exam board specifications.

6. AI Usage

As technology becomes more prevalent, it is important to consider the use of AI in school work. While AI can be a useful tool, it is important to remember that the work submitted must still be the student's own. Therefore, the use of AI must comply with the following guidelines:

- All AI-generated work must be properly cited and attributed to its source.
- The use of AI must be approved by the teacher or professor.
- The student must demonstrate an understanding of the work submitted.

7. Use of the Harvard Referencing System

At Doha British School, we use the Harvard Referencing System as our preferred method of citation and referencing. The Harvard Referencing System provides a standardised approach to acknowledging sources and allows students to accurately and consistently reference their work. All students are expected to use the Harvard Referencing System guide to help them apply it appropriately in all pieces of written work requiring research. (See Appendix 1)

8. Consequences of Academic Misconduct

Academic misconduct is a serious offence and will not be tolerated. The following consequences will be enforced for any violation of the Academic Honesty Policy:

- First Offence: The student will receive a zero for the assignment or exam, and a letter will be sent home to the parent or guardian.
- Second Offence: The student will receive a failing grade for the course, and a letter will be sent home to the parent or guardian.
- Third Offence: The student will be suspended from school for a period of time, and a letter will be sent home to the parent or guardian.



It should be noted that should an incident of academic misconduct pertain to coursework this will be reported too and dealt with by the relevant exam board.

9. Appeals Process

If a student believes that they have been falsely accused of academic misconduct, they may appeal the decision by following the school's appeals process. The appeals process is as follows:

- The student must submit a written appeal to the school within five school days of receiving the decision.
- The relevant teacher, HoD, and SLT will review the appeal and make a decision within five school days.
- If the student is still not satisfied with the decision, they may appeal to the principal within five school days of receiving the decision.
- The principal will review the appeal and make a final decision within five school days.

10. Conclusion

Academic honesty is the responsibility of all members of the school community. By adhering to the Academic Honesty Policy, students can demonstrate their commitment to their education and their respect for the work of others. As a school, we will continue to reinforce the importance of academic integrity and hold students accountable for any violation of the policy.



Appendix 1

The Harvard Referencing System is a widely used method for citing and referencing sources in academic writing. It follows a specific format for citing various types of sources, including books, journal articles, websites, and more. Here is a step-by-step guide on how to use the Harvard Referencing System:

- In-text citations: When you include information from a source within the body of your essay or paper, you need to provide an in-text citation. This allows readers to identify the source of the information and locate it in the reference list at the end of your work. In Harvard referencing, the in-text citation includes the author's surname and the year of publication, placed within parentheses. For example: (Smith, 2019).
- Multiple authors: If a source has two authors, include both surnames in the in-text citation, separated by an ampersand (&). For example: (Smith & Johnson, 2020). If a source has three or more authors, use the surname of the first author followed by "et al." (Latin for "and others"). For example: (Smith et al., 2021).
- Direct quotations: When you directly quote a source, you need to include the page number(s) in the in-text citation. For example: (Smith, 2019, p. 25). If the source does not have page numbers, you can use other location indicators such as paragraph numbers or section headings.
- Reference list: At the end of your work, include a reference list that provides full details of all the sources you cited. The reference list is arranged alphabetically by the authors' surnames. The format for each type of source may vary slightly, but generally, the elements include the author's name(s), publication year, title of the work, publication information, and any relevant identifiers like DOI (Digital Object Identifier) or URL.
- Books: When referencing a book, include the author(s), publication year, title, edition (if applicable), place of publication, and publisher. For example:

Smith, J. (2019). *The Art of Referencing*. London: ABC Publishers.

- Journal articles: For journal articles, include the author(s), publication year, article title, journal title, volume number(issue number), page range, and DOI (if available). For example:

Johnson, L., & Brown, A. (2020). *The Importance of Referencing*. *Journal of Academic Writing*, 5(2), 45-60. doi:10.xxxx/xxxxx

- Websites: When referencing websites, include the author(s), publication year (if available), page title, website title, URL, and the date you accessed the website. For example:



Smith, P. (2021). Harvard Referencing Guide. Doha British School. Retrieved from

<https://www.dohabritishschool.edu.qa/referencing-guide> Accessed on June 1, 2023.

- Other source types: The Harvard Referencing System also provides guidelines for referencing other types of sources such as newspapers, conference papers, reports, and more. It is essential to consult a reliable Harvard referencing guide or style manual for specific instructions on citing these sources.



Thank you