

Academic Misconduct Policy

Academic misconduct is dishonest, unacceptable and not allowed by YES. If you are discovered or suspected of academic misconduct, YES will investigate and this may result in disciplinary action being taken.

The following are unacceptable and not allowed by the school:

Collusion: Secretly agreeing with another to cheat or deceive.

Plagiarism: representing another person's work or ideas as one's own, for example by failing to follow convention in acknowledging sources, use of quotation marks etc. This includes the unauthorised use of one student's work by another student and the commissioning, purchase and submission of a piece of work, in part or whole, as the student's own.

Misconduct in examinations (including in-class tests). Including, for example, when an examination candidate:

- copies from the examination script of another candidate;
- obtains or offers any other improper assistance from or to another
- has with them any unauthorised book, loose papers of any kind, unauthorised electronic devices (including mobile telephones) or any source of unauthorised information.

All cases of suspected academic misconduct will be fully investigated by the school.

If proven disciplinary action will be taken. The outcome will depend on the severity of the offence. The member of staff who has looked into what you have done will decide how serious the case is at first and will then consult senior colleagues such as the Director of Studies and Principal. The claims against your wrongdoing will be written down so that you know the case you have to answer.

What is expected from you:

- Hand in your own work
- To seek advice and guidance from your teacher

The Institution may take the following action:

- What you have done will be discussed with you in a private tutorial
- Your mark or assessment grade will be reduced or you will have work returned to re-do and hand in for remarking or you will be awarded zero, depending on how serious what you have done appears to the school
- You may not be allowed to take the unit/exam/test again
- You will be given a warning about how you must act in the future

- You are disqualified from your course
- You are excluded from the Institution

In all cases, a note will be made on your record of the allegation, the outcome and any penalty you are given. You need to know that this information may be used by the school if it is asked to provide a reference for you.