Guidance on Academic Misconduct

At [Name of TEFL School], we take academic integrity very seriously. Academic misconduct is a violation of our school's policies and may result in serious consequences, including expulsion. We expect all of our students to maintain high standards of academic honesty and integrity throughout their studies.

What is Academic Misconduct?

Academic misconduct is any behaviour or action that violates academic integrity, including but not limited to:

- **Plagiarism:** using someone else's work without proper citation or acknowledgement, or submitting work that is not one's own.
- **Cheating:** using unauthorized materials or assistance during an exam, quiz or test.
- **Falsifying information:** providing false information or data in assignments, exams or research papers.
- **Collusion:** collaborating with another student to produce work that is meant to be individual work.

Consequences of Academic Misconduct

Any form of academic misconduct is a serious offence, and students found guilty of misconduct will face serious consequences, such as:

- Receiving a failing grade for the assignment or exam in question.
- Being required to resubmit the assignment or retake the exam.
- Being given a formal warning or reprimand.
- Being placed on academic probation or suspension.
- Being expelled from the school.

How to Avoid Academic Misconduct

To avoid academic misconduct, students should:

- Properly cite all sources of information used in their work.
- Not use any unauthorized materials or assistance during exams, quizzes or tests.
- Submit only their original work.

- Avoid sharing their work with other students or collaborating inappropriately.

- Seek help from instructors or tutors when needed.

If you have any questions or concerns about academic integrity, please do not hesitate to speak with your instructor or a member of the school's administration. We are committed to helping all of our students maintain the highest standards of academic integrity throughout their studies.