Academic Honesty

School Policy

2011-2012
“Academic honesty must be seen as a set of values and skills that promote personal integrity and good practice in teaching, learning and assessment. It is influenced and shaped by a variety of factors including peer pressure, culture, parental expectations, role modeling and taught skill”.

Mashrek International School seeks always to maintain academic honesty culture among its students, teachers and administrations in addition to develop concepts of international mindedness. It is vital that students are responsible, risk takers and knowledgeable in skills needed for academic honesty. The school’s policy exists to promote academic honesty among students and to emphasize on their work authenticity.

The school is using the MLA convention for citing and acknowledging original authorship and the internet site “Turnitin” for detecting plagiarism.

**Definition of Malpractice**

- **Plagiarism**: taking work, words, ideas, pictures, works of art such as music, drama, film and visual art, information of or anything that has been produced by someone else and submitting it for assessment as one’s own without acknowledging the original author or creator.

- **Collusion**: helping another student to be academically dishonest by allowing him/her to copy or cheat his/her work, or passing information related to the assessed work.

- **Duplication**: submitting work that is substantially the same for assessment in different subjects without the consent of all teachers involved.

- **Others**:
  1. **Copying**: taking work of another student, with or without his or her knowledge and submitting it as one’s own.
  2. **Falsifying data**: creating or altering data which have not been collected in an appropriate way.
  3. **Exam cheating**: communicating with another candidate in an exam, bringing unauthorized material into an exam room, or consulting such material during an exam in order to gain an unfair advantage.
  4. **Paraphrasing without acknowledgement**: using the author’s ideas by rewording or rearranging the author’s original words without acknowledgment or referencing.

**Roles and responsibilities**

*The school:*

1. Establish a school policy that promotes good academic practice and a school culture that actively encourage academic honesty.

2. Form a committee that is responsible for investigating any malpractice cases and taking action.
The coordinator (MYP and DP): ²

The Programme Coordinator must **ensure that all students:**

1. Understand what constitutes academic honesty, an authentic piece of work and intellectual property.
2. Receive guidance on study skills, academic writing, how to conduct research and how to acknowledge sources
3. Understand what constitutes malpractice (particularly plagiarism, collusion and misconduct during an examination)
4. Know the consequences of being found guilty of malpractice.

Plagiarism by candidates is not always a deliberate attempt to present the ideas or work of another person as their own. However, the coordinator or teacher/supervisor must provide candidates with specific conventions for acknowledging sources. It is equally important to ensure that the teachers themselves are fully aware of such conventions, and are actively using them when providing students with reference material. ³

The Programme Coordinator must ensure that all teachers and students have received the “General Regulations” document for students and their legal guardians, and signed the Academic Honesty Statement as a declaration of compliance with the IB regulations.

The teacher: ¹

1. Understand what constitutes academic honesty, an authentic piece of work and intellectual property.
2. Understand what constitutes malpractice (particularly plagiarism, collusion and misconduct during an examination)
3. Raise awareness through tasks given to students mainly written essays, research papers, lab reports and projects...etc.
4. Provide students with specific conventions for acknowledging sources.
5. Report any suspected malpractice case to the Programme Coordinator who will in turn report it to the “Academic Honesty Committee” at the school.
6. Confirm that, to the best of his or her knowledge, all students’ work accepted or submitted for assessment is the authentic work of each student.
7. Support and act on the school’s policy on good academic practice and provide students with advice whenever necessary.
8. Act as good role models for the students.
The student: 4

1. The student is responsible for ensuring that all work submitted for assessment is authentic, with the work or ideas of others fully and correctly acknowledged.

2. The student is expected to comply with all internal school deadlines; this is for their own benefit and may allow time for revising work that is doubtful authorship before the submission of the final version.

Applicable procedure

1. Any suspected plagiarism case must be reported to the IB (DP and MYP) coordinator only, who will in turn report it to the Academic Honesty Committee. Furthermore, if there is no evidence in the form of a source that has been copied, the situation must be resolved within the school. Any rumors concerning the case within the school community will be considered to be a violation to the school’s regulations.

2. Students who are found to be in violation of the Mashrek International School Academic Honesty Policy, and when the case is to be resolved internally at the school, will be subject to academic and/or administrative disciplinary actions (according to the committee decision) that are listed below:

   - **First violation:** a deduction in the achievement level depending on the (case) of violation. In addition, the work is to be repeated and submitted again

   - **Second violation:** a mark zero is awarded for the piece of work submitted; assignment, lab report, project, essay and any form of assessment. In addition, the coordinator informs IB Cardiff that the work submitted is not authentic and then the IB will initiate an investigation as clarified in the "Academic Honesty” document page 14.

All IB (DP, MYP) students/parents and teachers must sign a form/statement “Declaration of Compliance with the IB Regulations and Academic Honesty”

1. Academic Honesty-© International Baccalaureate Organization 2007, page 2
3. Academic Honesty-© International Baccalaureate Organization 2007, page 9 & 10

Reference: www.online.ibo.org (OCC), Academic Honesty

Mashrek International School-2011-2012