



Alretaj International School

German Division

(RSK)

IBDP

Academic Honesty Policy

RSK Academic Honesty Policy

The RSK's mission statement reflects the kind of individuals we would like our students to be. Our mission is to create lifelong principled learners that "act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere", who "take responsibility for their actions and their consequences".

Understanding academic honesty

The IB Organization defines academic honesty "as a set of values and skills that promote personal integrity and good practice in teaching, learning and assessment." (IBO, Academic honesty)

We at the RSK and the IB do our utmost to foster academic honesty and authentic authorship by discouraging plagiarism, the duplication of work and collusion.

Definition of Malpractice

The IBO defines malpractice as behavior that results in, or may result in, the candidate or any other candidate gaining an unfair advantage in one or more assessment components. (IBO, Academic honesty)

Definition of Misconduct

The IBO defines academic misconduct as behavior (whether deliberate or inadvertent) that results in, or may result in, the candidate or any other candidate gaining an unfair advantage in one or more components of assessment. (IBO, Academic honesty)

Definition of Plagiarism

The IBO defines the plagiarism as the presentation, intentionally or unwittingly, of the ideas, words or work of another person without proper, clear and explicit acknowledgment. (IBO, Academic honesty)

Definition of duplication of work

The IBO defines duplication of work as the act or process of copying something (IBO, Academic honesty)

Definition of collusion

The IBO defines collusion as the secret agreement or cooperation especially for an illegal or deceitful purpose. By this, collusion occurs when a work is commissioned, with or without the consent of the source. (IBO, Academic honesty)

Examples are but are not exclusive to:

- Ghostwriting
- Cheating on exams
- Copying homework

Other Malpractice:

The following lists are illustrative but not exhaustive:

- Fabrication of data.
- Cheating.
- Taking unauthorized material into an examination room (such as cell/mobile phone, written notes) (IBO, Academic honesty 5).
- Failing to comply with the instruction of the invigilator for the conduct of the examination.

This policy aims to:

- ensure that students understand the importance of acknowledging sources, work of others and all ideas accurately and honestly
- promote good academic practice and a school culture that actively encourages academic honesty
- explain to students precisely what penalties will be imposed should they be found guilty of malpractice
- clarify rights and responsibilities of the students

Rights and responsibilities of the school community

Life in the school and the classroom for RSK students is based on mutual respect, acceptance, and tolerance between the administration, teachers, and students alike. The vitality of academic performance is recognized for gaining access to a good higher education and career life, yet we believe in graduating students with nurtured values and responsibilities needed to become active members of the community; something which the modern world is desperate for.

The above vision is based on the following rights:

- All students have the right to learn and achieve to the best of their ability.
- All students have the right to a suitable environment for learning, and a community that supports learning.

By this, the following rights and responsibilities apply to all members involved.

Rights of the IBDP students:

- All students are entitled to learn.
- All students are entitled to use school resources.
- All students have the right to request guidance from teachers.
- All students have access to the Academic Honesty Policy of the school.
- All students are entitled for a workshop against plagiarism.
- All students are entitled to their own intellectual property
- “The school will use its best endeavors to ensure that all students and their legal guardian(s) receive a copy of the *General Regulations: Diploma Programme* and understand its content”. (IBO, Academic honesty 15).
- All students have the right to learn in a safe environment without fear that other have an unfair advantage.
- Any other point refer to *the rights of the candidate* (IBO, Academic honesty).

Responsibilities of Students, Teachers, Parents:

Students:

- Students are expected to read and signed this policy before completing all school-related tests, quizzes, projects, reports, homework assignments or in-class assignments.
- They are responsible to ensure that all work submitted by them for assessment is authentic and the work or ideas of others are fully and correctly acknowledged.
- Students have the right to receive a copy of *General regulations: Diploma Programme*.
- Students are expected to submit all of their assignments and assessment in the allocated time.

Teachers:

The Librarian will start introducing the different citing methods from the early MYP years and train the students to use them and the aim of citing.

The IBDP teachers will hold a presentation at the beginning of the DP years as part of the introductory presentations for parents and students to:

- Explain the aim of this policy to students in the specific terms of the work that they are asking the students to produce.
- Provide good practice and be vigilant in addressing all instances of malpractice in a timely manner.
- Instruct students to be aware of academic honesty procedures and how to avoid malpractice in the IB diploma and examination.
- Clarify different types of dishonesty and their penalties.
- The librarian teach the students (how to use E-database – Referencing style – how to submit their work through **Turnitin** software).

Parents:

- Support the school's policy outside of school by discussing the policy elements with their children.
- Ensure that the student(s) submit their own work.
- Collaborate with the school to promote the honest and principled behavior for the student(s).

Citing Sources

The IB does not prescribe which style(s) of referencing should be used by candidates; this is left to the discretion of the school. The wide range of subjects, multiple response languages and the diversity of referencing styles makes it impractical and restrictive to insist on particular styles.

Also the RSK will accept any format for referencing but will encourage the use of The Chicago Manual of Style 16th Edition.

The Chicago Manual of Style 16 Edition:

http://www.chicagomanualofstyle.org/tools_citationguide.html

(Chicago manual of style 16 Edition)

Consequences and regulations relating to malpractice and academic misconduct

As part of the students' code of conduct, students pledge to act in an honest and ethical behavior at all instances.

As per the before mentioned, students are provided adequate guidance and methods to provide an academically honest piece of work, however in case the student intentionally breached these procedures certain measures apply, as will be listed below in addition to the rules and regulations of the IBO.

General measures applying to all cases

1. Teachers sit for a meeting with the student to discuss the matter
2. Students write a petition about the situation at hand and the underlying circumstances
3. Case is reported to the administration for a final decision to be made
4. Parents are informed of the incident and the measures applied

Penalty of malpractice:

1st Offense

- The teacher will conference with the student about academic dishonesty
- Verbal warning
- Student will redo the assignment/assessment and read the IB academic policy with his/her parents

2nd Offense

- The student and his/her parents will conference with the IB Coordinator and the school director to discuss consequences of further academic dishonesty
- Written warning
- The incident is noted in the student's records
- The student will redo the assignment/assessment

3rd Offense

- The student will receive an automatic zero (failing grade) on the assignment or test or assessment
- The principal, on the evidence provided by the subject teacher/DP coordinator, will make a decision about the sanction that is shared with the student and parents (which might involve but is not limited to internal suspension from school,

completing an academic honesty course, academic supervision for future assessment tasks, exclusion from the Diploma Programme and/or termination of the school agreement).

All these measures are applied on account that the student has acknowledged and understood all terms and received the guidance on plagiarism.

Students that show evidence of plagiarism in their work, however the case seems to be unintentional, sit for a meeting with the teacher involved, and adequate guidance is provided.

Bibliography

Carroll, Jude. *Academic honesty in the IB : IB Position Paper*. Cardiff: International Baccalaureate Organization, 2012. Print.

Chicago manual of style 16 Edition. 25 4 2016. 2016.
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IBO. *Academic honesty*. Wales: IBO, 2009,2011.

—. *General regulations: Diploma Programme*. Wales: IBO, 2011.

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Academic Honesty Policy

I certify that ALL of the following are true:

I have read and understand the Alretaj Rahn Schulen Kairo IB DP Academic Honesty Policy and I will always follow the RSK Academic Honesty Policy including, but not limited to:

1. I promise to acknowledge any help from another person, any quotations and/or information paraphrased or translated from any source. I will document all source material in an agreed manner. I will not hand in work that has been produced by someone else.
2. I know what constitutes plagiarism, duplication of work and collusion and the consequences regarding them. If unsure about whether something constitutes plagiarism, duplication or collusion I will ask my teacher before submitting any work. I will abide by IB rules.
3. I will not take material into an examination room unless authorized by the teacher.
4. I will not copy information or communicate with another student during examinations.
5. I will not behave disruptively during examinations.
6. I will not steal examination materials or disclose of information about the content of an examination paper within 24 hours after a written examination.
7. In case of occurrence, I know these incidents will be recorded in my student file.
8. I understand that I am accountable for my action and I will accept responsibility and consequences for my action.
9. Furthermore, I read and understand *General regulations: Diploma Programme, and Academic Honesty: Guidance (2009, 2011)*.

Student name (printed) Student signature Date

As the parent/guardian(s) of an IB student I have read and agree to the student honor code listed above.

Parent/Guardian(s) Signature(s) Date