



AMERICAN INTERNATIONAL SCHOOL OF ROTTERDAM

ACADEMIC HONESTY POLICY

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INDEX

AISR MISSION STATEMENT	3
AISR MISSION - ACADEMIC HONESTY PHILOSOPHY	3
DEFINING ACADEMIC HONESTY AT AISR	4
FORMS OF MALPRACTICE	4
Examples of Malpractice	5
HOW TO AVOID MALPRACTICE	6
The Role of Students	6
The role of Teachers	7
The Role of Parents	7
The Role of the School	8
CONSEQUENCES OF MALPRACTICE	9
ACKNOWLEDGEMENTS	10
REFERENCES	10



AISR MISSION STATEMENT

Our mission is to challenge and inspire students to be principled and resourceful citizens of the world.

AISR MISSION - ACADEMIC HONESTY PHILOSOPHY

At AISR we place great value on personal integrity and academic honesty, qualities that are expected of all members of the school community: students, faculty, administration and parents. We promote academic honesty throughout the school life at AISR by fostering the traits outlined in our Core Values, and in particular the following:

- *We believe that every person has intrinsic worth and potential.*
- *We believe that it is important to develop self-confidence and preserve the dignity of others.*
- *We believe it is important to work well with others and show appreciation for their contributions.*

AISR is also aligned with the IMYC and the IBO academic expectation and philosophy concerning Academic Honesty. All members of the school community are expected to display skills and values that reflect the IB Learner Profile and the IMYC Personal Goals and in particular the following:

Principled

We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.

Thinkers

We use critical and creative thinking skills to analyse and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.¹

The AISR community works to promote pride in producing work in an honest fashion. Thus, our aim is to establish an environment whereby students realize the joy of celebrating their individual work rather than focus on punitive measures which will be applied to deter work conducted in an appropriate manner.

¹ IB Learner Profile, IBO, 2013



DEFINING ACADEMIC HONESTY AT AISR

Academic Honesty and integrity are the foundation of any educational institution. Promoting Academic Honesty is essential because lack of academic integrity undermines the philosophy of any educational programme. Students engaging in academic misconduct miss the “learning opportunity”.

Academic honesty at AISR involves the following:

- Undertaking research honestly.
- Collecting and using data in line with AISR standards.
- Producing authentic pieces of work.
- Respecting and giving credit to intellectual property. This involves:
 - Being aware of the rules for proper acknowledgment of other people’s work.
 - Giving credit by acknowledging all ideas and work of others (in the form of written texts, visual, audio, graphics, artistic, letters, lectures, interviews, broadcasts, maps, etc).
 - Forms of intellectual property include patents, trademarks, moral right, copyrights.
- Showing proper conduct during examinations.
- School community being aware at all times about different forms of malpractice and what penalties will be imposed on them should they be found guilty of malpractice.

FORMS OF MALPRACTICE

“The IBO defines malpractice as behaviour that results in, or may result in, the candidate or any other candidate gaining an unfair advantage in one or more assessment components”.²

Students can incur on the following forms of malpractice:

- **Plagiarism:** this is defined as the representation, intentionally or unwittingly, of the ideas, words or work of another person without proper, clear and explicit acknowledgment.
- **Collusion:** this is defined as supporting malpractice by another candidate, as in allowing one’s work to be copied or submitted for assessment by another. Working together is collaboration, copying someone else’s work is collusion. Even if you have “collaborated” with another student, the work you present must be your own.
- **Duplication of work:** this is defined as the presentation of the same work for different assessment components and/or diploma requirements.
- **Paraphrasing:** this is defined as the restatement of someone’s work in another form. In order for it to be allowed, the source needs to be acknowledged.

² General Regulations: Diploma Programme, 2014



- **Fabrication of data:** this is defined as manufacturing data for an experiment, exploration or project.

The following forms of malpractice apply only to IBDP students:

- **Disregarding the IB DP Examination Code of Conduct:** this is defined as an infraction or disregards of guidelines as established by the IBO with respect to examination conduct.
- **Disclosing information** to another candidate, or receiving information from another candidate, about the content of an examination paper within 24 hours.³

Examples of Malpractice

The following are some examples of malpractice. The list is not exhaustive.

- Submitting someone else's work
- Copying the work of another student
- Allowing a peer to copy your work
- Not acknowledging sources
- Asking another person to write your work
- Falsifying data used in an assignment
- Falsifying CAS records, journals and/or reflections
- Stealing examination material and/or examination papers
- Bringing unauthorized material into the examination room.
- Disrupting behaviour during exams
- Impersonating another candidate
- Copying homework
- Working as a group on assignments that should be completed individually
- Obtaining exam papers from the internet from unauthorized sites (intellectual property theft).

³ Academic Honesty in the IB educational context, IBO, November 2016



HOW TO AVOID MALPRACTICE

The Role of Students

Students must take responsibility for their learning. They are expected to produce their own work and to demonstrate honestly what they have learned.

At AISR, students are expected to:

- Read, understand and sign the AISR Academic Honesty Policy. IBDP students are also expected to understand and adhere to the IBO rules and regulations documents.
- Understand what malpractice applies to ALL subjects - your teachers can help with this.
- Ensure all work submitted is the student's own work.
 - Avoid using quotation for long text
 - Avoid translating from other languages
 - Review your own work before submission
- Give credit to other authors: acknowledge all sources fully and correctly, including sources taken from websites, emails, images, photographs, graphs and similar. Both APA or MLA citation styles are accepted.
- Speak up if you are aware of cases of malpractice
- When required by teachers, students must submit their work to Turnitin
- Comply with all internal school deadlines.

Student rights include:

- Access and support to the Academic Honesty policy
- A yearly session on Academic Honesty with their homeroom teacher during the 1st quarter of the year
- Right to have a second opinion on submitted work
- Right to have a second chance to submit work
- Right to have a 3-part interview to discuss the issue. The candidate will be asked to provide evidence that the work is his/her own - corrected drafts, work of a similar standard completed earlier, brief test on the candidate's knowledge of the work and the subject.



The role of Teachers

At AISR, teachers are expected to:

- Be role models of academic honesty and integrity by consistently acknowledging use of other's work or ideas.
- Educate students about malpractices and how to properly conduct a research paper or prepare an oral presentation.
- Set clear expectations for assignments and provide guidance to candidates on how to correctly cite sources.
- Be vigilant for changes in writing style, and in noticing that the student's work goes beyond the student's ability (too mature, too error-free, etc).
- Use Turnitin to detect plagiarism in any submitted work, even for pieces of work that will not be submitted to the IB.
- Although the candidate is ultimately responsible for ensuring that all work submitted for assessment is authentic, with the work/ideas of others fully and correctly acknowledged, it is the responsibility of each teacher to confirm that, to the best of his/her knowledge, all candidate's work accepted or submitted for assessment is the authentic work of each candidate.
- Read the final version and check for authenticity of any work submitted to IBO.

It is highly recommended that there be a shift on the emphasis towards the skills developed while writing, rather than the final product.

The Role of Parents

At AISR we believe that parents can play an important role in supporting their children act responsibly and with integrity by:

- Reading, understanding and showing awareness of the AISR Academic Honesty Policy.
- Supporting teachers and administration by talking to their children about the importance of academic integrity.
- Cooperating with the school in case their child is found to be guilty of malpractice, whether intentionally or not.

While the below table is not an expectation, it provides some guidelines on what is helpful and what is not.

Helpful	Not helpful
Proofreading	Writing for the student
Advice on how/where to find sources	Finding/selecting sources for the student
Show interest in their work; ask questions to have students reflect	



The Role of the School

The school is responsible for taking measures to provide education and support:

- Ensure students understand why it is important to avoid malpractice.
- Provide training on research skills (starting in grade 6)
- Provide training on writing skills (covered in every subject).
- Provide training on referencing (starting in grade 6)
- Allow students to submit drafts and give feedback on those.
- Ensure that the school's academic honesty policy undergoes a periodic review.
- Ensure that academic honesty is a learning experience and part of the academic study
- Create an internal calendar with all due dates for the receipt/submission of candidates' assessment material.
- Ensure that teachers, candidates and legal guardians understand the Academic Honesty Policy and the consequences for students if they engage in academic misconduct.⁴
- Ensure that policies and procedures are easily available to all interested parties.

⁴ Academic Honesty - Principles to Practice. Dr. Celina Garza, IB Academic Honesty Manager. IB Assessment Centre - Cardiff. IBO AEM General Conference, Rome 2014



CONSEQUENCES OF MALPRACTICE

At AISR, any instance of academic dishonesty is to result in:

First offence (teacher lead)

1. When plagiarism is detected, the subject teacher will meet with the student. The areas of concern will be identified. The student is offered an opportunity to explain.
2. The teacher shares again the academic honesty policy with the student, and provides an explanation of malpractice and the seriousness nature of it. An incident form is filled out but not sent home (paper trail). The student is made aware that the consequences will be greater if the incident happens again.
3. The teacher informs the principal, DP coordinator (if it applies) and the student's teachers.
4. The student is offered an opportunity to resubmit work; if the student chooses not to resubmit, then the assignment is awarded a 1.
5. The student is advised to inform parents.

Second offence (including different subject)

1. When plagiarism is detected, the subject teacher will meet with the student. The areas of concern will be identified. The student is offered an opportunity to explain.
2. An incident form is filled out and a detailed message is sent to the parents. The form is recorded on the student file.
3. A meeting of the parents, student, teacher and Principal takes place. The Principal informs the student's teachers.
4. Student work is given a 1 grade, no opportunity to resubmit.
5. The student goes on academic probation; a declaration of authenticity form will be required for all assignments (all subjects) for the probation period.
6. Student must complete an assignment on academic honesty (essay, presentation, etc).

Third offence (including different subject)

1. Once detected, student meets with the Principal. Areas of concern identified.
2. The Principal sends letter home to parents. This will include consequence to be determined by the Principal (in/out of school suspension, no credit for the relevant course, etc).
3. Student may be recommended for withdrawal.



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REFERENCES

- Academic Honesty in the IB educational context, IBO, November 2016
- Academic Honesty - Principles to Practice. Dr. Celina Garza, IB Academic Honesty Manager. IB Assessment Centre - Cardiff. IBO AEM General Conference, Rome 2014
- Effective citing and referencing, IBO, 2014
- General Regulations: Diploma Program, IBO, 2014
- Diploma Programme Assessment Procedures, 2018