

# TED BURSA COLLEGE

## ACADEMIC HONESTY POLICY

### PHILOSOPHY

From the day of its foundation, TED Bursa College aims to raise individuals who are aware of their values, respect others, are responsible individuals, can objectively question things with scientific methods, are able to discover new topics when conducting research and contribute to the overall development of oneself. Academic honesty is a skill that is necessary both in academic and professional environments. We, as a school, expect our students to be aware of the importance of academic honesty and implement academically honest behavior throughout their lifetime.

### DEFINITION

According to the International Baccalaureate Organization (IBO), academic honesty includes a set of values and skills that promote personal integrity. Academic honesty also supports good practice in teaching, learning and assessment. Academic honesty, which is as a set of values and skills that promote personal integrity and good practice in teaching, learning and assessment. (IBO, 2014) As an IB World School, TED Bursa College upholds and follows all IB academic policies. Violation of academic honesty might be caused by either lack of knowledge of appropriate academic honesty practices or a purposeful breach of academic honesty rules. Therefore, academic honesty must be explained and outlined with regards to its incorrect practices for TED Bursa College students.

In our school, we believe that the aim of education is to help our students develop positive characteristics. As the school community, we take into account some characteristics that are closely related to academic honesty, which is one of the IB profile learners' features.

**We aim to improve the following principles and behaviors based on these IB learner profiles:**

- **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 own actions and their consequences.

- **Thinkers** - we use critical and creative thinking skills to analyze and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.
- **Inquirers** - we develop the skills needed to pursue their questions as they conduct inquiry and research.
- **Open-minded** - we practice seeking and evaluating a range of points of view. (IBO,2014)

## RESPONSIBILITIES OF TEACHERS, ADMINISTRATORS, PARENTS, AND STUDENTS

Because academic honesty is united, both teachers, school administration, students and parents have specific roles and responsibilities:

### For teachers and school administration;

- Explaining to students the importance and principles of academic honesty
- Providing appropriate training for students on how to make citations and use resources appropriately
- Presenting correct referencing in all teaching materials, presentations, assignments, and assessments
- Providing a secure and quiet environment for exams to take place
- Keeping exam questions in a secure location
- Using **Turnitin** to check for plagiarism
- Attending training sessions provided by the school to understand when and how information needs to be paraphrased and/or cited
- Creating assignments, to the best of our ability, that do not provide the opportunity for students to violate the academic honesty policy easily
- Informing the students about the sanctions of violating academic honesty
- Following through with sanctions as outlined in the academic policy when violated
- Teaching students that the practice of academic honesty does not stop at school, but extends to their personal and professional lives
- Following student work closely so as to understand when a student may have violated academic policy
- Understanding and implementing the correct invigilate of an exam according to the school and IB policies.
- Preventing plagiarism, collusion, taking unauthorized material into an examination room, stealing examination materials, disruptive behavior during examinations, and disclosure of information about the content of an examination paper within 24 hours proceeding a written examination

### **For Parents;**

- Being a role-model to students.
- Knowing the principles of academic honesty applied by the school administration and following practices outside of the school
- Acting in accordance and accepting school decisions or sanctions in case of a violation of academic honesty.
- Knowing and understanding the variety of assessment procedures in the DP courses

### **For Students;**

- Know and understand the expectations and responsibilities of the specific assessments completed for the IB program.
- Strive to be “principled”: They act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. They take responsibility for their actions and their consequences (IBO, 2014)
- Understand the importance of acknowledging others’ work because it is a central feature of the constructivist, inquiry-based approach promoted in all IB programs (IBO, 2014)
- Fulfil their own responsibilities and academic work without receiving improper help from others
- Do not plagiarize, either intentionally or unintentionally, on any form of assessed work
- Write footnotes and bibliography correctly
- Do not copy previous or present assignments
- Are careful about making citations when they use a reference
- Look for the latest data while researching assignment topics in order to benefit from the most up-to-date information
- Do not cheat, in any form, during exams
- Are aware that they may not talk or make nonverbal gestures with their friend/s during an exam
- Know that they are not allowed to ask questions to invigilators during an exam
- Are aware that they may not go out within the time specified during an exam. They are aware that they are not supposed to bring their notes, calculators, maps or anything that may help them during an exam.
- Know that their written work will be checked via Turnitin program to find out if they violate academic honesty
- Know that they will have to submit the necessary drafts of their IB internal assessments, TOK Essay, and Extended Essay to prove that the work is their own
- Know how to act with honesty with all their work to represent both themselves and their school
- Do their best to fulfil their responsibility in group work and hand in the assignment on time
- Understand how each assessment will be conducted and assessed
- Fully understand the consequences of violating the academic honesty policy

## ACADEMIC DISHONESTY AND MALPRACTICE

The following are types of academic dishonesty that will result in specific sanctions:

- **Plagiarism** – intentional or unintentional use of other people's words, ideas, and/or work without giving appropriate acknowledgment
- **Collaboration** – working with other students when it is not permitted, copying someone else's homework or allowing your homework to be copied by others
- **All forms of malpractice** – making up data, falsifying IB official documents, not following the directions of the exam invigilator, looking at other students' answers during the exam, looking at exam materials before the invigilation of the exam, discussing any parts of the exam to someone who has not taken it, using any illegal devices in the exam, such as mobile phone, smart watches, calculator, etc.

## CONSEQUENCES OF ACADEMIC DISHONESTY AND MALPRACTICE

The following information outlines the sanctions that will be applied to specific acts of academic dishonesty and malpractice:

### Homework/Projects

- First offense: students will be given a warning and deduction of points decided by the teacher. In the case of unintentional plagiarism, students will be given a warning and allowed to correct
- Second offense: students will be given a written warning and no points will be given
- Third offense: no points will be given and the student will be referred to the discipline committee.

### IB Internal Assessments/TOK Essay/Extended Essay

- No final draft of IB assessed work will be accepted if the student has not provided the necessary drafts to their supervisor in order to prove that the work is their work
- If it is suspected that the student is not following academic honesty policy, the student, supervisor, and IB coordinator will have a meeting with the student and inform them of their concerns and the required steps the student must take
- If it is suspected that the final work is not that of the student's, the parents will be informed, and, if there is time, the student will be informed of the next steps they may take.
- If the student has been met with about their assessment work, parents have been informed, and the supervisor still does not have adequate proof that the work is the students', the work will not be submitted to IB.

### Exams

- In the case of cheating, in any form, during exams, the student will receive zero points and will be recommended to the discipline committee
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## ACADEMIC HONESTY CONTRACT

In order to ensure that both parents and students understand TED Bursa College's academic honesty policy, students and parents must read the provided information. In addition, parents and students will be required to sign and submit the TED Bursa College Academic Honesty Contract to acknowledge that they have read, understand, and agree to follow the school's policy.



# TED BURSA COLLEGE ACADEMIC HONESTY CONTRACT

**TED Bursa College has established the following academic honesty policy for all students:**

- Students will indicate the sources that they have used in studies such as assignments, projects, and/or reports by using appropriate citation methods,
- In case of using someone else's ideas and opinions, students will use appropriate paraphrasing, will cite the sources in the bibliography of their work; Students understand that it is plagiarism (plagiarism) to use other information without citing the source,
- Students will not present some or all of another person's work as their own work,
- Students will not present any work that is not the result of their own original work as their own,
- Students will not receive any unfair and illegal help from another student, parent, person or online resources,
- Students will not use any text, photograph, graphic, musical work, artistic product or idea without appropriately citing the source,
- Students accept that their work will be uploaded to the Turnitin program; if the citation rate is high as a result of the inquiry, their work will not be considered original,
- For work that requires drafts to be given to the teacher for evaluation, students will turn in the required drafts and understand that if they try to turn in a complete draft to the teacher without any prior work being shown, it will not be accepted,
- During an exam, students will not engage in any behavior against the exam rules, remain silent, not talk to another student, not look at someone else's paper, and not allow anyone else to look at their paper,
- Students will not use any material that their teacher does not allow during the exams,
- Students will act honestly to represent themselves and the name of the school inside and outside the school,
- Students will comply with these rules and understand and accept the consequences if they do not comply,

## **STEPS TO BE TAKEN IN CASE OF PLAGIARISM:**

- In the first case of plagiarism, the student is given a written warning and will redo the work.
- In the second case of plagiarism, the situation is reported to the parent and the administration and the work will not be accepted.
- In the third case of plagiarism, the student is referred to the disciplinary board.

## **STEP THAT WILL BE TAKEN IN CASES OF EXAM CHEATING**

- For each case, the student will be referred to the disciplinary board.

**I have read and understood the academic honesty policy. I declare that I accept the rules stated above and I will abide by these rules.**

Student Name-Surname:

Signature:

Date:

**I have read and understood the academic honesty policy with my daughter/son and agree with its implementation.**

Parent Name-Surname:

Signature:

Date:

## **References**

International Baccalaureate Organization. (2014, August). *Academic honesty in the IB educational context*. Retrieved November 14, 2017, from <http://www.ibo.org/globalassets/digital-toolkit/brochures/academic-honesty-ib-en.pdf>