



Academic Honesty Procedure

Vision Statement

"Educating global citizens who strive for excellence, live sustainably, lead responsibly, celebrate diversity, and whose integrity champions a just and more peaceful world"

Prem Mission Statement

We are a community that challenges its members to act as compassionate, knowledgeable and principled global citizens: working together for a sustainable future and inspired by meaningful relationships, continuous learning and "good thinking".

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1. Rationale for the Academic Honesty Procedure

The Prem Tinsulanonda International School (Prem) Vision and Mission Statements encompass the values of Academic Honesty.

Prem fosters a culture that aims to nurture an understanding of academic honesty and develop the personal and lifelong integrity of our students school-wide, encouraging its members to be principled and promote a positive attitude towards learning the skills required for an honest approach to academic work.

2. Student, Parent/Guardian and Teacher Responsibilities

The whole school community (students, teachers, parents, guardians, and families) is involved in the process of implementing and following the guidelines set out by this Academic Honesty procedure.

2.1 Prem students:

- Will become increasingly aware of their responsibilities regarding academic honesty, intellectual property, plagiarism and authentic authorship. (*Academic Honesty in the IB Educational Context. p. 8*)
- Are responsible for fully and correctly acknowledging the work and ideas of others
- Are expected to comply with all school deadlines allowing for revision of work if needed, including referencing (*Academic Honesty: Diploma Programme, 2011, p. 8*).
- Are responsible, if academic dishonesty is suspected, to prove that all pieces of work are their own, and have not been plagiarised. (*Academic Honesty: Diploma Programme, 2011, p. 8*)

2.2 Prem parents/guardians will:

- Be expected to be aware of the school's Academic Honesty Procedure, model the elements at home when relevant, and are responsible to maintain communication with the school in order to understand the requirements and expectations of academic honesty.
- Be expected to let their child do his/her own work, but support him/her in the research and planning processes.
- Encourage their child who is having difficulty with any aspect of Academic Honesty, to ask a teacher for advice.



- Support their child to plan each assignment as well as schedule the workload to meet varied deadlines, thus allowing for sufficient time to complete tasks without having to take shortcuts that could lead to academic misconduct.

2.3 Prem teachers will:

- Follow and model the school's Academic Honesty Procedure and the elements in every aspect of teaching and professional conduct.
- Teach the Chicago Style of Referencing when teaching referencing skills to students.
- Teach and develop assignments that provide opportunities to practice Academic Honesty. These assignments are collaborative as well as evaluative, and are designed to teach the skills that lead to Academic Honesty. (*Academic Honesty in the IB Educational Context*. p. 8)
- Be required to follow the Prem (See Section 4) and IB guidelines regarding Academic Misconduct. (*Academic Honesty: Diploma Programme*, 2011, p. 11-13)

3. Acknowledging Sources

3.1 Citation Style used at Prem

Citations are an important part of upholding standards of Academic Honesty and avoiding plagiarism: attributing unoriginal work and ideas to the correct sources, allowing readers to check the referenced material and how it supports the strength, substance and validity of the writer's work. The Prem student and teaching community uses the Chicago Style of Referencing for citations. The exception to this is when a DP subject area requires a system that DP examiners prefer students use.

3.2 Academic Honesty in Prem Information Technology

In the production of assignments students may access and use online resources (text, images, sound and video) for use in their own work and must either acknowledge that these resources are others' work or ensure the resources they use are in the public domain (see definition in Appendix 1) and freely available to use. Even when sourced from public domain sites students are still required to acknowledge their sources. Detailed information about Internet sources can be found in Appendix 1.



3.3 Acknowledging sources across the programmes:

IBPYP:

- Source acknowledgement begins more informally at the beginning of the PYP, starting with verbal and basic written acknowledgement of borrowing or using someone else's idea.
- From Grade 3, students will be guided through more sophisticated forms of acknowledgement using tools such as BibMe with the aim of teaching the Chicago Style of Referencing.

IBMYP, IBDP, IBCP:

- All MYP, DP, and CP students are subject to the Academic Honesty guidelines set out by the IBO and the rules outlining the Chicago Style of Referencing.
- The IBDP has developed an html document that students may use as a resource with a set of examples for citation conventions. This html document is called [Effective Citing and Referencing](#) (2014).
- The Librarian is a resource for all MYP/DP/CP students and teachers and can provide ethical and practical citation guidance.
- Turnitin may be used by the MYP, DP and CP coordinators in conjunction with subject teachers to check for authenticity of work submitted

BTEC Diploma of Sport, or the BTEC Diploma in Hospitality Management at Prem International School:

Assessments that are completed by students under the BTEC Diploma of Sport, or the BTEC Diploma in Hospitality Management at Prem International School are subject to the Academic Honesty policy of the Joint Council for Qualifications (UK) entitled 'Plagiarism in Examinations: Guidance for Teachers/Assessors'. This policy can be found on the Joint Council for Qualifications website: www.jcq.org.uk

4. Procedures for Academic Misconduct

4.1 IBPYP

When academic misconduct happens in a PYP classroom, it will be up to the teacher of the student involved to reflect and discuss consequences with that student. If Academic Misconduct occurs work should be redone.

Repeat occurrences should involve discussions with parents, the PYP Coordinator and JS Principal.



4.2 Academic Misconduct in the IBMYP, IBDP and IBCP

In the MYP, DP and CP Academic Misconduct is a behaviour that results in, or may result in, the student or any other student gaining an unfair advantage (or a behaviour that disadvantages other students) in one or more assessment components. (“Academic Honesty in the Diploma Programme”, n.d.)

Definitions of different types of Academic Misconduct:

Collusion	Collusion is defined as supporting academic misconduct by another student, for example allowing one’s work to be copied or submitted for assessment by another. (“Academic Honesty in the Diploma Programme”, n.d.)
Plagiarism	Plagiarism is defined as the representation, intentionally or unwittingly, of the ideas, words or work of another person without proper, clear and explicit acknowledgment. The use of translated materials, unless indicated and acknowledged, is also considered plagiarism. (“Academic Honesty in the Diploma Programme”, n.d.)
Duplication of work	Duplication of work is defined as the presentation of the same work for different assessment components and/or diploma requirements. (“Academic Honesty in the Diploma Programme”, n.d.)
Misconduct During an IBDP examination	Examples of misconduct during an IB examination include: taking unauthorized material into an examination (whether the student uses it or not), behaviour that disrupts the examination or may distract other students and communicating.





4.2.1 IBMYP

When Academic Misconduct happens in an MYP classroom the following steps will be taken.

MYP Grades 6-10:

1. The teacher will have a discussion with the student considering the following questions:
 - Why has the student plagiarized?
 - Why it is important not to?
 - Does the student understand how they have plagiarized?
 - What should they do next if they are not sure how to ensure it doesn't happen again?
 - Is the plagiarism intentional?
 - Is the plagiarism just not knowing the conventions?
 - Is the plagiarism due to collusion?
2. If the work is unintentionally plagiarized the student will redo and resubmit the assignment for assessment. The teacher will report the incident and results to the MYP Coordinator.
3. If a student's work is intentionally plagiarized or the students continues to plagiarize in this or other classes the following steps will be taken:
 - The teacher informs the MYP Coordinator and the MYP Coordinator will inform the GLL
 - The MYP Coordinator will schedule a meeting with the student, and prepare and send a letter to parents/guardians regarding the results of the meeting
 - The letter will be stored in the student's file
 - A copy of the letter will be sent to the Director of Boarding if a student is a Boarder
4. If the work is plagiarized due to collusion:
 - The teacher informs the MYP Coordinator and the MYP Coordinator will inform the GLL



- The MYP Coordinator will schedule a meeting with both students, and prepare and send a letter to parents/guardians regarding the results of the meeting
- Both students may be required to redo and resubmit the assignment for assessment
- The letter will be stored in the student's file
- A copy of the letter will be sent to the Director of Boarding if a student is a Boarder

4.2.2 IBDP and IBCP

Prem Sanctions for Academic Misconduct in the DP/CP:

- Teachers are obliged to report any incidence of malpractice to the relevant IB coordinator and Senior School (SS) Principal.
- The relevant IB coordinator and/or Principal will investigate the incident including interviews and written reports from the student(s) and teacher(s) reporting the incident.
- The nature of misconduct will be investigated, with particular consideration for intent on the part of the student.
- The school retains the right to apply other sanctions when dealing with malpractice internally including internal exams, tests, coursework (IAs) and homework procedures.

Should an incident be verified, the following consequences will be implemented:

- Teachers will record a grade of zero for the assignment in all assessed criteria for the work/task in which malpractice was reported.
- The student may be given the opportunity to submit a different, clean assignment or present for a new test depending upon the decision by the IBDP Coordinator and SS Principal. This is not guaranteed.
- For more serious or repeated offences, students may be excluded from school including being excluded by the school to sit final examinations.
- If a student is found guilty of several breaches of academic honesty, he/she:
 - Could receive no credit for the relevant course
 - Could be recommended for withdrawal from the IB Diploma Programme
 - Could be expelled from Prem.
- The IB coordinator will write to the parent and student informing them of each incident, the school's Academic Honesty Procedure and the consequence/s. This



letter will be co-signed by the principal. A copy of the letter/s will be maintained on file.

- When the misconduct involves official IB examination procedures, sanctions could also be enlarged to include suspension, expulsion, refusal to allow the student to attend the Graduation Ceremony, or to receive the school's High School Diploma.

External Sanctions for Academic Misconduct in the IBDP/IBCP (Donnellan, 2015)

- External sanctions are those assigned by the IB, or by the school, in compliance with IB regulations, and relate specifically to the perception that academic misconduct has taken place in work which counts towards the award of the final Diploma.
- Should such academic dishonesty be suspected in the first draft of an Internal Assessment (IA), the Extended Essay (EE), Reflective Project, completion of CAS requirements, or the Theory of Knowledge essay, it is likely that the internal sanctions above will apply.
- However, if the suspected misconduct occurs at a later stage, either once work has been submitted to the IB, or when final versions of IAs are handed in with little or no time before the final submission date, misconduct investigation and sanctions will take place as required by the IBO.
- If misconduct occurs during an IBDP examination, the DP Coordinator is required to inform the IBO of this immediately and to follow IBO guidelines in how to investigate the incident.

For steps in how the IBO investigates Academic Misconduct please see the following document: *Academic Honesty: Diploma Programme, 2011, p. 14-17*



Bibliography

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Appendix 1: Library and Information Technology

The Library

The Librarian:

The librarian is available as a resource for all teachers and students in the PYP, MYP, DP and CP and offers guidance and support with issues of best research practice, note taking, credibility of websites and plagiarism. He/She provides the most up-to-date information for citing sources using the appropriate citation system. He/She is responsible for the Chicago Manual of Style subscription.

In the MYP and the DP, the librarian guides and assists students in using Questia (Online Research Library) responsibly and ethically.

Copying Library Resources:

Teachers and students may not copy entire textbooks. All IT resources used must either have a site license clearly delineated in usage policy, or the school must have a classroom set of the material to be used by the students. A breach of this results in the school infringing copyright laws.

Information Technology

Search engines and the internet.

Text, images, sound and video found through the internet is not necessarily available for free use. Search engines look across the whole internet including private copyrighted material. Eg. Googling 'trees' and copying one of the images found to use in your own work could be infringing copyright.

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