

St Joseph's Institution International School Malaysia

*Enabling youth to learn and to learn how to live, empowering
them to become people of integrity and people for others.*



Academic Honesty Policy

Signed: _____ Elementary School Principal

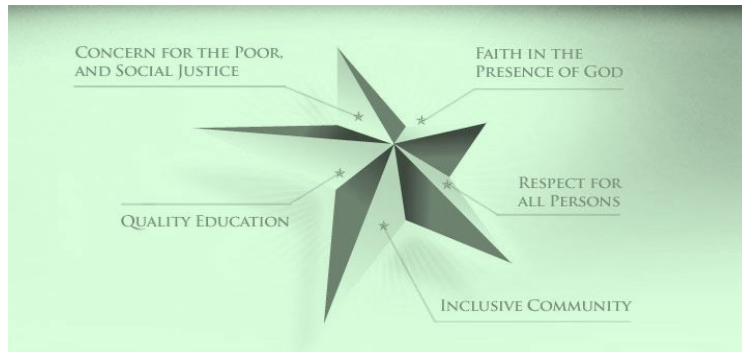
Signed: _____ High School Principal

Date of Policy: 10/16

Date of Review: 10/17

Academic Honesty Policy

This policy is written in the spirit of putting into practice our Lasallian core values



Rationale

St Joseph's Institution International Malaysia places great value on the ethical qualities of academic honesty. Academic honesty is an essential component of teaching and learning. Hence, academic honesty is expected of all members of the school community; students, staff, leadership team and parents.

Aims

- To ensure all SJIIM students receive training in academic honesty beginning in the elementary school (as appropriate) and developed in an ongoing basis throughout their time at the school.
- Define key phrases in relation to academic honesty
- Outline key responsibilities of staff, students, parents and the school.
- Promote a school culture that actively encourages academic honesty.
- Explain to all members of the SJIIM community the potential consequences for students if malpractice occurs in relation to academic honesty.

Definitions

Academic Honesty means that one's own work is authentic and not a reproduction of other people's work or ideas. In other words, one's work is done in a normal, honest manner without trying to gain unfair advantage, and all external sources of information used are acknowledged.

Malpractice is behaviour that results in, or may result in the candidate or any other candidate gaining an unfair advantage in one or more assessment component. Malpractice may include plagiarism, collusion, duplication of work or falsifying records/data. For example, copying someone else's work or from the Internet without acknowledging the source, sharing information such as science investigation data with another student, trying to pass off a previous piece of work or work done in another subject as authentic, or making up data.

Plagiarism is defined as the representation of the ideas or work of another person as the candidate's own. This requires full acknowledgement of the original authorship and ownership of creative material. Intellectual property rights must be respected and are often protected by law (copyrights on music, patents, movies, published books). For example, using ideas, information or images from an external source without acknowledging them - whether deliberately or not - is plagiarism.

Collusion is defined as supporting malpractice by another candidate (for example, allowing one's work to be copied). For example, letting another student copy material from an essay, or getting data from an investigation from another student rather than recording it independently.

Duplication of work is defined as presentation of the same work for different assessment components. For example, trying to submit an investigation carried out in one subject for assessment in another subject.

SJII Malaysia citation policy:

SJI International Malaysia will use footnotes and the APA referencing style.

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Implementation

Roles and Responsibilities

The school will:

- Ensure that students are taught appropriate skills such as referencing, research skills and study skills.
- Staff and students are aware of SJII Malaysia's Academic Honesty policy
- Oversee implementation of Academic Honesty policy.
- Ensure that the Learner Profile attributes are reinforced in relation to Academic Honesty. Particularly relevant attributes are being "principled", which means acting with honesty and integrity and taking responsibility for actions and consequences; being "caring", which involves showing respect and being "reflective", which involves understanding strengths and weaknesses.
- Provide staff and students with access to plagiarism programs such as Turnitin.com

The librarian will:

- Ensure the librarian plays an active part of the Academic Honesty process, advising students on how to acknowledge sources and what constitutes plagiarism.
- Be fully aware of issues associated with plagiarism, copyright and other ethical issues.
- Teach and employ good academic practice for documenting sources used.
- Use skills in locating, evaluating and using information which will help students find and use authoritative and reliable information from a variety of sources, print, online, people, and more.

The teachers will:

- Make academic honesty expectations clear to students. In particular, how does the Academic Policy directly relate to their subject area? For example, acknowledge the source of data, works of art, computer programmes, photographs, diagrams, illustrations, maps, etc
- Give guidance on referencing sources.
- Model good practice.
- Actively address any academically dishonest practices.
- Ensure students are aware that all work that will be submitted to the IB or CIE will be checked for plagiarism by a plagiarism program such as Turnitin.com

The students will:

- Abide by the school's academic honesty policy.
- Produce work that is their own.
- Ensure that they reference sources correctly.
- Avoid collusion.

The parents will:

- Support the school's academic honesty policy.
- Support the learning of their child but refrain from doing homework for them
- Support the learning of their child but refrain from allowing another person (for example, a tutor) doing their homework for them.

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Disciplinary Procedures

Any student who has been found to be academically dishonest will be subject to disciplinary action. The consequences of the action will depend on the severity of the academic dishonesty and will be dealt with on a case-by case basis and in line with SJII Malaysia's Behavioural Management policy.

In the case of any academic dishonesty associated with external examinations or work, the relevant examination board will be informed and the student will be subject to any consequences from the relevant examination board.

Please note the following as outlined by the International Baccalaureate Organisation (IBO).

- If the amount of plagiarism is minimal, zero marks will be awarded for the assessment component, but a grade will still be awarded for the subject. This is referred to as 'Academic Infringement'
- If a candidate is found to have plagiarized all or part of any assignment then no grade will be awarded for the subject. This automatically means that no Diploma can be awarded.
- Misconduct during an examination will result in no grade being awarded for the specific subject involved.
- If a candidate falsifies a Creativity, Action and Service (CAS) record, no Diploma will be issued until 12 months after the examination session have passed. The CAS record will need to be correctly completed.
- If the case of malpractice is very serious, the candidate may not be allowed to re-register for examinations in any future session
- An IB Diploma may be withdrawn from a candidate at any time if malpractice is subsequently established

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Appendix 1

For more detail please refer to the Academic Honesty information provided by the IBO and CIE.

IB

http://occ.ibo.org/ibis/documents/general/specific_interest/malpractice/g_0_malpr_sup_0707_1_e.pdf

IGCSE

<http://cie.utoronto.ca/Coming/Academic-Culture/Academic-Integrity--A-Quick-Guide.htm>

Appendix 2 - Frequently Asked Questions

If I didn't mean to be dishonest, I just forgot to cite a source of information, will I be penalized?

The answer is yes. Readers are not able to distinguish between intentional and unintentional misconduct.

I didn't know I was supposed to cite all my sources of information. Will I be penalized if I don't?

The answer is yes. Students are given plenty of instruction and support in school to help them understand academic honesty and integrity.

Do I have to cite the source of images I just take from the Internet?

The answer is yes. The source of an image can be cited directly underneath the image.

Do I have to cite absolutely everything I take from an external source? What about a textbook?

The answer is not always. If information is "common knowledge" e.g. "The second law of thermodynamics states that"; "Adolf Hitler was Austrian"; "Michelangelo painted the ceiling of the Sistine Chapel" etc., a citation is not needed. But if big chunks of information from a textbook are directly copied then the information should be placed in quotes and referenced; however, copying from a textbook like that is not good practice anyway. If unsure, a section could be added under the bibliography (or even better, the "works cited") called "Acknowledgements" and the textbook listed under that. If in any doubt at any time whether a citation is needed or not, ask your teacher.

What about ideas which come to me after conversations with other people, such as my friends?

Why not just state in the text something like: "After a conversation with my friend, I thought that "etc. Then a section could be added under the bibliography (or even better, the "works cited") called "Acknowledgements" mentioning who the conversation was with and when it was. "Acknowledgements" can also be placed at the front of a piece of work.

If I copy a big chunk of information from the Internet but put it in quotes and reference it, is that OK?

Technically speaking that is not misconduct. However, copying big chunks is not good practice and is not likely to contribute towards good marks for the work.

How do I know when I am paraphrasing correctly, as opposed to copying?

The best way to ensure you are paraphrasing not copying is to read the passage you want to use and make sure you understand it. Then, without the passage in front of you, write the information out in your own words. Then reference the source.

(Inexperienced students sometimes think that if they copy some of a passage, but change some words or statements, that is paraphrasing. It is not, because that is still directly stating the ideas of another person. If you do that, you must place all the sections you have not changed in quotes and reference each one. You can see how messy that will become!)

I did my last science investigation as part of a group. Is it OK if we share results?

The answer is to some extent. Even if an investigation is done in a group, each student must record their own data. Data should not be recorded by a person or persons and then shared round. Sometimes class data is shared. This is OK, as long as each student then designs their own results table and highlights the data they recorded. This is also explained in the clarification about "Collaboration versus collusion" above.

Appendix 3 - Citation requirements (Years 7 - 11)

Students should be able to signal wherever they use the work or ideas of another person, at a year-appropriate level, in all written, visual and presentation work.

In Years 7-8, this will be addressed through:

- English - a library session at the start of the year as an introduction to the library; how to find books and how to use the library catalogue.
- PSHCE - a library session on how to effectively research using Google and other search engines.
- In Year 9, this will be addressed through:
- English lessons - one library session on identifying plagiarism and how to make a bibliography (works cited) for websites, articles and books.
- In Year 10, this will be addressed through:
- English lessons - learning to research, to take notes and to paraphrase.
- PSHCE - revision of how to make a bibliography and how to reference images.
- In Year 11 this will be addressed through:
- English - how to tell the difference between a primary and a secondary source.
- How to subsequently find the primary source.
- How to introduce citations into an essay.
- How to reference a citation using footnotes.

In Years 12 - 13:

- The IB Coordinator will give two presentations on academic honesty to all Year 12 students as early as possible in Year 12. Reminders will be given throughout the two years of the diploma programme.
- The School librarian will lead tutor group sessions in Year 12 on referencing and research skills.

In Years 12-13 students and staff must adhere to the SJII Malaysia citation policy in all written, visual and presentation work. The following information, as far as possible, is required for citations taken from books:

- Author(s) (surname then initials)
- Date (in brackets - year when first published)
- Title (underlined or in italics)
- Publisher
- City (where it's first published)

Example: Allott, A. Mindorff, D. (2007) *Biology Course Companion*, Oxford University Press, Oxford

The following information, as far as possible, is required for citations from journals:

- Author(s)
- Date (if possible)
- Title (in inverted commas)
- Title of journal (in italics or underlined)
- Issue number (the same way as it is given in the journal)

Example: Cossins, D. "China – The Future's Red", *Knowledge*, Vol.3 Issue 1

The following information, as far as possible, is required for citations from websites:

- Author (if possible)
- Date (if possible)
- Title of excerpt or page used (in inverted commas)
- Name of website (in italics or underlined)
- URL
- Date accessed

Example: McGrath, M., (2008) "Fossil fills out water-land leap", on BBC NEWS Science & Environment, <http://news.bbc.co.uk/1/hi/sci/tech/7473470.stm>, accessed Monday 23rd April 2013

Appendix 4 - Misconduct and Sanctions Flow Chart

