



AHSS IB DP ACADEMIC HONESTY POLICY

Philosophy

The AHSS strongly believes that the student integrity must be embedded as a whole of the both programs that are offered. Moreover, this policy is prepared according to the IB Academic Integrity Policy. As a part of the AHSS philosophy, all teachers, thorough monitoring and supervising, so as examining and reviewing of students work, implement Academic honesty policy. It should be embedded in the overall process of education from all parties involved.

At the beginning of the year, IB students and parents are informed about the AHSS IB policies, including the most important on Academic Integrity, which regulates the genuine and original work of the students.

Academic integrity

Academic integrity is a guiding principle in education and a choice to act in a responsible way whereby others can have trust in us as individuals. It is the foundation for ethical decision-making and behavior in the production of legitimate, authentic and honest scholarly work. (Academic Integrity. Pg. 23)

AHSS will, as an obligation to the overall school IB Administration and teaching staff, clearly explain IB students and their parents that their responsibility is to produce own, original and genuine work, either in individual or group. They should use the online internet material concisely, and if other sources or information is to be used, they should be acknowledge in appropriate way.

Academic integrity and honesty should be clearly explained, teachers expectations and the role of it – as reasons for developing and maintain academic honesty is to become: responsible student, with respect to others and their work; treat others equally and be fair; so as to be able to produce a work which is credible and original.

AHSS believes that this policy should be embedded in everyday life of students, and that the role of the Leadership, Coordinator and teaching staff is implementing it in all aspects of student behavior and created work. Absence of integrity and honesty in students is opposing the whole IB philosophy of the Learner. AHSS IB Academic Honesty is in line with the IBO Approaches to learning, through:

- » Self-management
- » Social
- » Communication
- » Thinking
- » Research

Responsibilities

Teaching staff

Teachers must be able to explain in understandable manner the expectations of the IB DP philosophy, rules and regulations, time managements and more over to be able to give training and instructions to students. Teachers are expected to plan manageable workload, to give students proper feedback, to respond to cases of misconduct, and to report any of it to the IB DP Schools team. Teachers should:

- give clear instruction on the importance of the AHSS academic integrity,
- teach the skills for its practice
- Deliver this information to the subject group they teach.
- clearly communicate the expectations for assignments /assessments
- how to properly conduct a research paper

Teachers should also establish the citing style used for acknowledging sources (Harvard) and model how to do this, and clearly communicate the consequences for academic malpractice in their classroom.

Teachers should annually review the academic honesty policy in collaboration with the Principal, IB coordinator, librarian as well as parents/guardians.

Librarian

The Librarian has a key role in helping and guiding teachers and students to valuable resource in conducting teaching and learning of specific citing styles accepted in the educational community.

Students

Students are supposed to have complete understanding of the IB DP and its policies, including the most important, of integrity and honesty. They are expected to complete all of the assignments, as original and authentic work, and if used other sources, they should be acknowledge and stated. They should also abstain of giving assistance to schoolmates, for completion of their assignment.

Students should be guided and informed about the rules and expectations on preparation of assignments, and to:

- Understand and become familiar with the rules of the AHSS Academic Honesty Policy
- Make proper use of a citation style
- All sources in the assignments should be fully and correctly acknowledged
- Should visit the page <https://www.student.unsw.edu.au/citing-different-sources> and learn how to cite different sources

Use of software/application for plagiarism

AHSS will install Turnitin.com. When required by teachers and/ or by the DP Coordinator, students must submit their work to Turnitin.com. The American High School Skopje will prepare short PD for the IB DP teaching and admin staff, on efficient use of the application and software.

Parents/guardians

Since parents/guardians plays essential role in the communication between school/program and students, it is expected that parents receive on time and in meaningful way the importance of the integrity and honesty in the creation of their children work. They also should understand the consequences of misconduct and the rigorous interventions, if misconduct occurs. They should support and encourage students in their knowledge endeavour and creation of authentic work, while assists management of the work overload. Parents/guardians should also abstain in assisting their children with finishing projects, homework and other tasks.

Misconduct – Malpractice

According to the Academic Integrity policy, cases of Misconduct-Malpractice are:

- Plagiarism – refers to copying work from other resources, copying from peer work, lending work from other student
- Collusion – refers to copied work of one student, and presented as owns, which is possible when working in groups.
- Duplication of work – refers to presentation of the same work in other subject
- Paraphrasing – non acknowledgment of the source
- Fabrication of data
- Disclosure of information – refers to student obtaining or delivering information about the exam to other
- Disregarding the IB DP policy – Examination code of conduct (well explained in details, with the consequences in the Academic Integrity policy)

Misconduct during an examination can take a variety of forms, including:

- Knowingly bringing unauthorized material into the examination room Examples: notes, cell phones

Submitting someone else's work

- Not acknowledging sources
- stealing an examination paper
- Any attempt to disrupt the examination or distract another candidate during the Exam.

Consequences

For each breaching of the rules and regulations of the IB DP Academic Integrity policy and the AHSS IB Academic honesty policy, students could be appointed three levels of penalty.

- 1st level is Warning letter to student, applicable in many cases of misconduct (see Appendix 2: Student academic misconduct from the Academic integrity policy)
- 2nd level is zero mark for the component
- 3rd level is No grade for subject or no grade for “parallel” subject

If an academic dishonesty incident is proven true, the student will receive a “0” or “F” for an assignment attempted or completed through academic dishonesty.

At the discretion of the teacher, the student may be required to complete the assignment.

For all misconduct – malpractice, the AHSS retains the right to form a Committee and make investigation of the breaches in relation to misconducts/malpractice explained in the IB DP Academic integrity policy.

The role of the DP coordinator is to assure that the Academic policy is widely distributed and that all parties involved in the IB DP educational process are informed on the Academic Integrity Policy. In addition, DPC needs to create a Calendar with deadlines with the teaching staff, in regard to student assessments. As a part of the DPC responsibilities, regular meetings with teaching staff, management of the school and parents should be, consider on a monthly/bi-monthly basis.

In order to be able to avoid malpractice of students in AHSS, all teaching staff, head of the school, parents/guardians and more over Librarian should be working in organizational manner as a whole group in order to prevent it.

Teachers should talk with student about plagiarism, to set standards and expectations, to be vigilant about student's work, while Librarian plays crucial role in providing resources to students. Parents should support teaching staff and administration in application of policies and talk to their children on the misconduct. Head of the school together with the DPC should have widely implemented rules and regulation of the IB DP, and provide teachers with adequate trainings.

Reference

Academic Integrity (2019). International Baccalaureate Organization (UK) Ltd Peterson House

Doi:<https://www.ibo.org/contentassets/76d2b6d4731f44ff800d0d06d371a892/academic-integrity-policy-english.pdf>