

Academic Honesty Policy - 002223

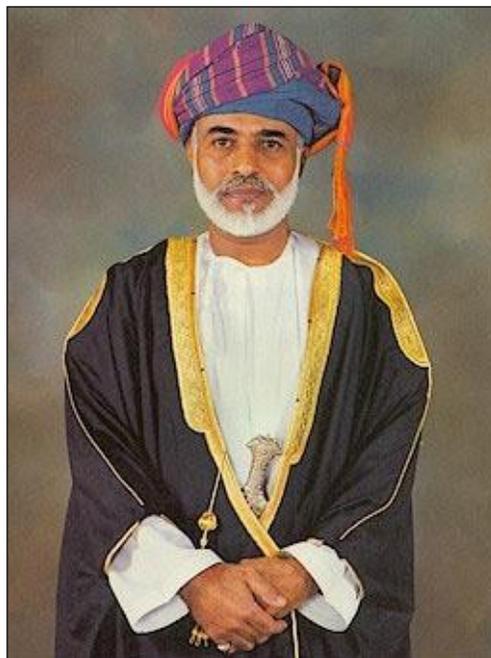
April 2019



Mission Statement

“The Sultan's School is a co-educational school offering a bilingual Arabic-English education from early childhood to pre-university.

The school seeks to provide a broad and balanced education to the highest quality which reflects and strengthens the Omani and Islamic culture while encouraging an international perspective and developing critical, creative thinking in its students”



THE SULTAN'S SCHOOL

ACADEMIC HONESTY POLICY

Although this policy applies particularly to students following the International Baccalaureate Diploma Programme (IBDP), the principles and practice described apply throughout the school

1. WHAT IS ACADEMIC HONESTY AND WHY IS IT IMPORTANT?

1.1 Academic honesty is 'a set of values that promote personal integrity and good practice in teaching, learning and assessment' (IB publication *Academic Honesty*). The IBDP defines academic honesty as 'a fundamental and important value for IB programmes . . . responsibility for the integrity of students' conduct, and especially for avoiding collusion and plagiarism, cannot rest with individual learners'.

1.2 The IB Position Paper goes on to say that 'since misunderstanding of plagiarism is widespread and opportunities for finding and using others' work in ways that breach IB values are now greater than in the past, there is a need for explicit attention to requiring and supporting honest academic work.'

1.3 Possibly the most important reason to avoid academic dishonesty is that it robs the student of the educational experiences involved in research, thinking, and writing. One of the main purposes of higher education is to learn to do research, to help expand thought processes, to improve writing skills, and to learn to prepare presentations.

2. ACADEMIC HONESTY AT THE SULTAN'S SCHOOL

2.1 As an IB World School, our policies promoting academic honesty closely follow the IBDP guidelines and publications: 'IB Learners strive to be principled: they act with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities. They take responsibility for their own actions and the consequences that accompany them'. (IB Learner Profile)

2.2 One key attribute of the IB Learner Profile is being *principled*, and our school rightly expects this in all student work, through note-taking, research, drafts of work up to final submitted assignments. The school supports good practice in academic honesty and has

a high expectation that all members of the school community wholeheartedly commit themselves to this.

2.3 We need to be sure that the work any student submits to a teacher is his or her own, including regular assignments, pieces of coursework or more extended projects. All of a student's work should be a reflection of his or her own knowledge and efforts. The trust between a student and teacher is an essential part of teaching and learning, and if it is not clear from an assignment what a student has created and what is the work of someone else, that vital trust between student and teacher will be compromised.

2.4 All members of the school community need to be aware that the school treats academic dishonesty as a very serious matter.

2.5 All IB students have sessions on academic honesty how to cite their work correctly.

3. HOW OUR SCHOOL DEVELOPS ACADEMIC HONESTY

3.1 The skills of note-taking, using assistance, using quotations, downloading internet material, or using other books or journals while working on assignments are important throughout a student's career and afterwards, and for this reason our school places great emphasis on appropriate academic procedures and developing academic integrity.

3.2 As part of their teaching, subject teachers will show students appropriate ways to carry out research and acknowledge sources. They also stress the need for a balance of sources, and in many cases internet sources alone will not be acceptable. At the appropriate time, each student will be given a copy of the IB Extended Essay guidelines, which treat the subject of documenting sources and the potential for plagiarism.

3.3 Deliberate cheating is of course wrong, but obviously, many pieces of work require direct quotation from a book or other source, but this should always be made clear; similarly, the use of ideas, concepts or procedures of others must also be cited (acknowledged). Extensive direct copying of material from any source and submitting it as one's own is defined as plagiarism and is regarded as a serious offence.

3.4 All students and faculty member have access to Turnitin.com anti-plagiarism softwar

4. WHAT IS ACADEMIC DISHONESTY?

Academic dishonesty is any behaviour that results in, or may result in, a student gaining an unfair advantage in assessment.

4.1 Collusion

Collusion takes place when more than one person has contributed to an assignment which should be the student's own work. Collusion includes:

- Copying homework or examination answers;
- Telling someone what questions will be asked in a test;
- Falsifying data, statistics, information;
- Duplication of work for more than one assessment;
- Not telling a teacher when you know someone is cheating;
- Allowing one's work to be copied (including homework).

4.2 Plagiarism

4.2.1 In paragraph 3.3 above plagiarism is defined as extensive direct copying of material from any source. These sources can include:

- A fellow student's work;
- Internet material;
- Books;
- Articles in newspapers, magazines or academic journals;
- Encyclopaedias.

4.2.2 In any piece of work, plagiarism can include:

- Failing to reference or reference correctly;
- Representing other people's ideas data, statistics, or information as your own;
- Relying wholly on another source even if you reference it;
- Having a tutor edit and rewrite parts of your work;
- Having an outside source build a model or paint something;
- Repeating the exact words used by your teacher given in class (verbally or in writing);
- Cutting and pasting material off the internet and using it in a speech or essay;
- Pasting pictures in your research work without citing the original source.

4.2.3 The school reserves the right to submit any piece of work to an appropriate online plagiarism detection process.

4.2.4 If plagiarism is detected in any external assessment, the school has to inform the appropriate organisation and will support any consequences imposed, which may include the non-award of an IB Diploma.

4.3 Other aspects of Academic Honesty

4.3.1 Academic honesty is much more than not passing off the work of others as one's own. Lack of academic honesty can include:

- Duplicating work to fulfil the requirements of one of more component in a course;
- Fabricating data for an assignment or cheating on the results of an experiment.

4.3.2 There are also rules surrounding the sitting of IB Diploma and other examinations, such as taking unauthorised material into an exam room, disclosing or discussing the content of an exam paper with a person outside the immediate school community within

24 hours after the examination. These are clearly explained to students before they sit any examinations.

5. THE RESPONSIBILITY OF THE TEACHER IN THE ENFORCEMENT OF THIS POLICY

Each teacher has a duty to help students avoid collusion and plagiarism. They will use various methods to check the accuracy of student work and citations/references, including:

- Asking students to sign agreement forms concerning responsible and acceptable use of research materials (see the appendices for details);
- Asking students to hand in notes or first drafts as well as your final submission;
- Requiring students to complete a detailed plan or first draft in a lesson;
- Asking students to discuss your sources and references;
- Discussing with students the content of their work.

6. CONSEQUENCES/ACTIONS IN THE EVENT OF ACADEMIC DISHONESTY

6.1 Collusion and plagiarism are regarded as serious offences in every academic and professional environment and can result in serious consequences. If plagiarism is detected in any internal school work the teacher will inform the IB Diploma Coordinator and the matter will be discussed with the student.

6.2 If academic dishonesty is shown to have taken place, the school may decide on one or more of the following depending on the level of severity:

- The teacher will discuss the issue with the student and may require the student to re-submit the work; the student will rewrite and resubmit a properly documented piece of work;
- For more severe cases, the code of conduct will be applied. The matter will be referred to the secondary management team and parents will be invited to the school to discuss the issue.
- The student may be placed on probation with increased scrutiny of further pieces of work;
- Normally the school will notify the parents in writing of the incident: a letter may be sent to the student's parents/guardians asking them to come to school to discuss the matter;
- In extreme cases, or in formal coursework, the IB Diploma or IB Course may not be awarded or may be withdrawn.