



HÜSEYİN AVNİ SÖZEN ANATOLIAN HIGH SCHOOL

ACADEMIC HONESTY POLICY

HÜSEYİN AVNİ SÖZEN ANATOLIAN HIGH SCHOOL (HASAL)

ACADEMIC HONESTY POLICY

The principles of this document are the cornerstone of the values of academic honesty among HASAL students and teachers. Our school undertakes to ensure that all school members, IB coordinators, teachers, students, the governing body and parents accept the responsibilities of academic practice and prevent misconduct. In addition, students must demonstrate academic honesty and accept that violations of regulations must be penalised.

As stated in the IB Student Profile, the two attributes of this profile, that students are “principled”, acting with honesty and integrity, showing fairness and respect for the dignity of individuals and communities, and being “reflective”, knowing their own strengths and limitations and supporting their own personal development, are the characteristics that guide us.

At HASAL, students and parents are required to accept the academic integrity regulations and sign the document after reading the “academic policy statement”.

Hüseyin Avni Sözen Anatolian High School accepts that the HASAL Academic Honesty Policy is in accordance with the Academic Honesty Policy of the IBO (Academic Honesty in IB Education, 2014). Therefore, for all cases not specifically defined in this document, the IB Organization guidelines and regulations will prevail.

This policy is reviewed each academic year. Last update: September 2024.

Definitions:

Academic Honesty can be defined as the production of “authentic” work without cheating, stealing or helping others, or duplicating someone else’s work.

Academic Misconduct

Academic misconduct is any attempt to gain an unfair advantage in relation to academic work, whether unintentional or intentional. Acts of academic misconduct include, but are not limited to:

Plagiarism: The deliberate or unintentional reproduction or presentation of another's work. Plagiarism can be done intentionally to get better results, or it can be unintentional failure to cite sources due to forgetfulness.

Collusion: Supporting academic dishonesty by helping another student, working with another student, or allowing someone else to copy work.

Duplication of work: Performing the same work for different assessments and IBDP requirements.

Academic Dishonesty in the IB Exam: Any attempt to talk during an exam, copy another student's work, post notes, or take unauthorized materials or equipment during an exam.

Citation:

- It is important to cite all material from any source, including all statements, sentences, images, graphs, charts, maps, data, and similar materials.
- Sources including other printed and electronic media such as e-mail messages, CD-ROMs, Internet websites, journals and books.
- Any ideas of another person should be written in footnotes or parenthetically in the text.
- Students should be aware that careless research techniques can result in plagiarism. It is important to plan ahead and not procrastinate when writing research papers.
- HASAL prefers the MLA system for referencing.

- Texts, ideas or summaries created using artificial intelligence tools (ChatGPT, Copilot, Claude etc.) must be cited and cited in accordance with referencing rules.
- In AI-assisted research and content production, students should use AI as a source of information only and should not present the texts produced as their own work.

Student Responsibilities:

Each IB DP student is responsible for the following:

- Ensuring that the work they submit for assessment is original.
- Knowing and understanding that they must provide full and accurate references for the work and ideas of others.
- Meeting school deadlines for assessment submissions.
- AI tools must be used within the ethical use framework determined by the IB. Assignments or projects produced under AI guidance are not considered original student work.

Teacher Responsibilities:

- To be vigilant against instances of academic dishonesty
- To uphold academic integrity rules regarding academic practice and to provide students with proper guidance on referencing regulations
- To identify candidate's work that may not be original
- To monitor and enforce deadlines for submission of assignments, including all internal assessments
- To support students in their research and study skills and to ensure appropriate referencing requirements in their discipline
- To warn students of the consequences of making errors in referencing or neglecting to indicate the origin of materials in their work
- To act as good role models for students in academic practice

IBDP Coordinator and School Management Responsibilities:

- To implement IBO regulations and guidelines that support academic practice and academic integrity. (www.ibo.org)
- To fully support IBO in preventing and investigating wrongdoing
- Inform IBDP students and staff about what constitutes HASAL academic integrity and how to prevent malpractice
- Ensure that all IBDP students and parents are informed and have signed a copy of the “academic integrity declaration” and confirmed their responsibility to work honestly

Principles and Consequences for Dealing with Malpractice:

At HASAL, we emphasize the importance of preventing academic misconduct so that students comply with academic integrity requirements and citation rules. In the event of any academic dishonesty, IBDP students may be penalized and regulations will be enforced.

Practical steps that can be taken for any academic misconduct include:

- Investigate the academic misconduct
- Arrange a student meeting with the teacher regarding the incident
- Inform the IBDP Coordinator and the Head of the School
- Inform the parents
- Hold a meeting with the student, parent, teacher, IBDP Coordinator and the School Principal
- Prepare a report of the incident including student work and appropriate documentation

Internal Sanctions:

There are a number of situations that the school may consider for cases of misconduct that will include all assignments and internal exams:

First infraction (Offense):

The student is warned by the teacher and is expected to redo the work. The parents are informed and the school is expected to record the misconduct. In the event of attempted

cheating during an exam, the student receives a “zero” for the offenses of gaining unfair advantage and misleading the teacher and the incident is reported to the school principal and the IBDP Coordinator. The Disciplinary Committee will apply appropriate disciplinary consequences.

Second infraction (Offense):

The student receives a “zero” and a disciplinary report is prepared. Parents are informed by the school principal that the student will receive disciplinary action. The incident of misconduct is documented in the school reports.

Third infraction (Offense):

When a student is caught violating the academic integrity policy for the 3rd time, the IBDP Coordinator and the School Principal will be informed of the next steps. Suspension or even withdrawal from the IBDP Program may be recommended for these repeat offenses.

Investigation of Malpractice:

- The IBDP Coordinator must report any irregularities that may have occurred during the exam.
- When an exam supervisor suspects malpractice and the supervisor provides evidence of the suspicion.
- When an exam material is suspected to be non-original work by an IB member staff member and evidence of the suspicion is provided.
- The IBDP Coordinator is notified by the exam supervisor that a student is being investigated.
- The school principal is informed of the incident by the IBDP Coordinator.

The IBCA will be provided by the IBDP Coordinator as follows:

- Written statements from both the student and the subject teacher or EE Advisor.
- Written statement from the IBDP Coordinator
- Summary of the interview conducted with the student regarding the alleged irregularity

An investigation may process as follows:

- The student is shown that there is a doubt about the originality of the work he/she has done.
- If the student accepts that the work is not his/her own, action will be taken.
- If the student insists that the work is original, a statement should be written by the subject teacher explaining why the student believes there is a doubt about the work.
- A meeting should be held by the IBDP Coordinator, the student, the parent and the subject teacher and a record should be kept of the meeting.
- The student must prove that the work is their own; otherwise the school may enter an F grade for the work.

Malpractice Sanctions

- The student will receive a “zero” for the assessment if the plagiarism is not severe.
- If plagiarism is found in all parts of the assignment, no grade will be given, meaning the student will not receive a diploma.
- If a CAS record is found to have been falsified, a diploma will not be awarded for up to 12 months from the exam session. The CAS report must be completed again.
- If the malpractice is serious, the student will not be allowed to re-register for the exam session.
- If new evidence is provided to the assessment board, appeals to the decision may be considered.

Academic Honesty Contract

HASAL is committed to encouraging students to practice academic integrity and respect the work of others. Malpractice, plagiarism or the giving or receiving of unfair assistance will not be acceptable at our school. As a result of this policy, students are expected to read and sign the following contract for all academic work.

Academic Honesty Contract

With this signed document, I, as (student name)
declare that any unfair advantage is neither given or received for this work that I now
submit. I have read the HASAL Academic Policy and understood the guidelines on
academic integrity.

Student Name and ID:

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Student's Signature

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Parent Name:

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Parent Signature

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REFERENCES:

- **The Responsibilities of IB World Schools (Published November 2017)**
- **Academic Honesty in the IB educational context (Published August 2014)**
- **Rules for IB World School : Diploma Programme (Published April 2014)**
- **IBO Academic honesty (Published July 2009)**