

Academic Honesty Policy

IB Mission Statement:-

The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end, the organization works with schools, governments and international organizations to develop challenging programs of international education and rigorous assessment. These programs encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

IB learner profile:-

The aim of all IB programs is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world. IB learners strive to be:

Inquirers:-

They develop their natural curiosity. They acquire the skills necessary to conduct inquiry and research and show independence in learning. They actively enjoy learning and this love of learning will be sustained throughout their lives.

Knowledgeable :-

They explore concepts, ideas and issues that have local and global significance. In so doing, they acquire in-depth knowledge and develop understanding across a broad and balanced range of disciplines.

Thinkers :-

They exercise initiative in applying thinking skills critically and creatively to recognize and approach complex problems, and make reasoned, ethical decisions.

Communicators:

They understand and express ideas and information confidently and creatively in more than one language and in a variety of modes of communication. They work effectively and willingly in collaboration with others.

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.

Open-minded:-

They understand and appreciate their own cultures and personal histories, and are open to the perspectives, values and traditions of other individuals and communities. They



are accustomed to seeking and evaluating a range of points of view, and are willing to grow from the experience. **Caring:-**

They show empathy, compassion and respect towards the needs and feelings of others. They have a personal commitment to service, and act to make a positive difference to the lives of others and to the environment.

Risk-takers :-

They approach unfamiliar situations and uncertainty with courage and forethought, and have the independence of spirit to explore new roles, ideas and strategies. They are brave and articulate in defending their beliefs.

Balanced:-

They understand the importance of intellectual, physical and emotional balance to achieve personal well-being for themselves and others.

Reflective:-

They give thoughtful consideration to their own learning and experience. They are able to assess and understand their strengths and limitations in order to support their learning and personal development.

EIS Mission Statement

Egyptian International School (EIS) aims to contribute to making the world a better place through education of a new generation. An education that results in generations who are passionate about their Egyptian identity, their mother tongue (Arabic) and who have a good command of the English language.

EIS works towards exposing students to different cultures locally and internationally to foster the development of research and leadership skills.

EIS helps students develop their research and leadership skills, have strong sense of identity and also cares about young people who help to create a better and more peaceful world through intercultural understanding and respect. To fulfil this objective, the school provides its learners with high-quality international education in a local environment, which values respect for international as well as national cultures. EIS aims to enhance good manners, to develop life-long learners and to guarantee the satisfaction of the different stakeholders.



Academic Honesty and Integrity Policy

The Academic Honesty and Integrity policy **purpose** is to give the school community a handy tool to understand and implement intellectual property rights. EIS embeds this value in its youngsters through multiple channels including conducting training sessions on documenting sources where students learn how to use the APA convention for acknowledging their sources. EIS students develop their knowledge and understanding about the importance of implementing intellectual property rights including:

- To avoid Plagiarism by giving credit to the original source of an idea, piece of information, etc.
- To support one's work with the authoritative work of another author.
- To demonstrate one's knowledge and familiarity with a topic that has been researched.
- To help readers of one's work to find the original source of information that has been used.

The academic honesty and integrity policy **goals** include defining and clarifying the expectations associated with the submission of authentic work according to the **APA convention** which are:

- One must document the sources of ideas and information that are not common knowledge even when paraphrased (presented in one's own words).
- Sources include unpublished as well as published items—for example, books, articles, material on the internet, television programs, instructors' lectures, and people, including other students, friends, and relatives.
- Documenting resources come in 2 complementary forms :
In-text citation: Citing the details about where your information comes from **inside** the text of the assignment. References list: Providing full details of your sources at the **end of the assignment**.

As a result, the school community will gain a better understanding of academic malpractice (defined below) and will practice its role and responsibilities for preventing all forms of malpractice. This goes hand in hand with the EIS aim to develop the students' learner profile attribute "**principled**" which is demonstrated through students' acting with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individuals, groups and communities. Consequently, students shall take responsibility for their own actions and bear the consequences that accompany them.

Academic Dishonesty Definitions:

Malpractice



Malpractice is any behavior that results in, or may result in, a student or group of students gaining unfair advantages in academic work. Malpractice includes but is not limited to plagiarism, collusion, cheating, fabrication of data/work, and duplication of work.

Plagiarism

Plagiarism is the representation of the ideas or work of another person as one's own.

Examples

- * Submitting as one's own work an examination, paper, homework assignment, or other project (laboratory report, artistic work, computer program, etc.) that was created entirely or partially by someone else.
- * Failure to use quotation marks to signal that one is using another person's precise words. Even brief phrases must be enclosed in quotation marks and properly cited.
- * Failure to identify the source of the elements of a nonverbal work (for example, a painting, dance, musical composition, photograph/image, or mathematical proof) that are derived from the work of others.

Collusion

Supporting the malpractice of another student or assisting another student's academic dishonesty.

Examples

- * Writing a paper or carrying out a project for another student.
- * Allowing another student to copy from one's examination, paper, homework assignment, etc.
- * Assisting another student on a take-home examination, paper, homework assignment, etc. unless such assistance is authorized by the instructor.
- * Sharing information regarding assessment contents and questions with other students.

Cheating

Cheating is the use or attempted use of unauthorized assistance during an examination, on a writing assignment, homework assignment, or any other project.

Examples –

- * Copying answers from another student's examination, paper, homework assignment, with or without that person's consent.
- * Communicating in any way with another student or a third party during an examination without the permission of the instructor.



- * Using unauthorized materials or devices (including notes, textbooks, universal translator, cell phone, calculator, or any other electronic device) during an assignment or examination without the permission of the instructor.
- * Obtaining and/or reading a copy of an examination before its administration without the permission of the instructor.

Fabrication

Fabrication is the creation of false data or citations.

Examples –

- * Fabrication of data: Inventing or falsifying the data of a laboratory experiment, field project, etc.
- * Fabrication of a citation: Inventing a phony citation for a research paper or any other project.
- * Alteration of an assignment: Altering a graded examination, paper, homework assignment, or any other project and resubmitting it to the instructor in order to claim an error in grading.

Duplication of work

Duplication of work is using the same work for more than one course without clear permission from the instructor. Students are expected to produce original work for each course of study.

Examples –

- * Submitting a paper or project in more than one course.
- * Submitting a lab report for more than one course without discussing it with both teachers involved.

Academic Dishonesty Prevention

Student Responsibilities

- * Read and sign the Academic Honesty and Integrity Policy
- * Ensure that all work submitted for assessment is authentic, with the work or ideas of others fully and correctly acknowledged. (optional: using free online plagiarism checkers)
- * Comply with all internal school deadlines
- * Understand the definitions of what is considered academic dishonesty
- * Take ownership of learning by asking for clarification of instructions when necessary and seeking help when needed
- * Talk to the IB Coordinator when feeling overwhelmed to discuss assignments and time management strategies to reduce the stress



- * Understand the proper way of citing or acknowledging original authorship of work and ideas
 - * Report malpractice and help cultivate a culture of academic honesty at their school
 - * Understand the consequences and abide by the academic dishonesty and malpractice
 - * Not to use the following websites (Mawdoo3- Wikipedia-Arageek- Almersal-Muhtwa-Marefa --Sotor-Ora- answers.com ,answers eg.com)
 - * Not to use the websites of the newspapers mentioned (Youm7 - Al-Watan)
 - Verify the site's reliability conditions:
 - Writing the text by authors specialized in this field.
 - Using modern sources and references in the field of inventions and discoveries.
 - The information inside it should be revised regularly.
 - That the site mentions the sources it used
- Example: sites ending in
.gov (government websites
.org
.edu educational sites

Parent Responsibilities

- * Read and sign the Academic Honesty and Integrity Policy
- * Encourage their Juniors to practice academic honesty
- * Encourage their Juniors to help cultivate a culture of academic honesty at their school

Teacher Responsibilities

- * Begin each semester by reviewing the Academic Honesty and Integrity Policy with each class
 - including the most effective way to report malpractice
- * Confirm, to the best of his or her knowledge, that all work accepted or submitted for assessment is
 - the authentic work of each candidate
- * Understand and implement all school policies
- * Demonstrate and model academic honesty in all presentations and projects
- * Provide guidance to students on study skills, academic writing, research, and acknowledging
 - sources.
- * Purposefully monitor testing environments



* Report and record academic dishonesty on a discipline referral

Monitoring Process:

At EIS, teachers work on developing students' *ATL skills* such as research skills (information literacy skills) which equip students with appropriate expertise to facilitate abiding by the academic honesty and integrity policy. This includes the following ATL indicators:

- Collect, record and verify data
- Understand and implement intellectual property rights
- Create references and citations, use footnotes/endnotes and construct a bibliography according to recognized conventions
- Identify primary and secondary sources
- Evaluate resources

Moreover, EIS teachers give the students the opportunity to submit a draft version of their tasks to be reviewed by the teachers before handing in their final tasks. Subsequently, teachers give students detailed constructive feedback that shall help them to further develop. By this, EIS ensures that the students are used to good practice of academic honesty aspects which guarantees prevention of academic misconduct rather than just detecting it.

EIS teachers check the plagiarism percent of samples of students' submitted tasks using the following website:

- <https://turnitin.com>

If the percentage is **more than 15 percent** of the total work, then the discipline Team & the MYP coordinator are notified and the following consequences will take place.

Consequences

1st offense

1. Students of grade MYP1 and newcomers of any grade will have to repeat the same task again and will receive their first warning.
2. Students of grades MYP 2,3,4,5 will achieve level zero for that piece of work.
3. The Teacher will meet with the student to determine the reason for the malpractice.



4. A referral request written by the teacher, mentioning the evidence of violation, and submitting it to the disciplinary Leader.

5- The disciplinary leader for each stage holds a meeting with the student and sends official correspondence to the guardian.

6. Student will return a signed copy of the formal letter for their file.

2nd Offense

- The student will achieve level zero for that piece of work.
- Inform the counselor of opening a file that mentions the student's practices that violate the school's policy.

3rd Offense:

1- Sending attention letter a warning letter to the student through the guardian's e-mail.

4th offense:

3- The student's guardian is summoned to interview the program coordinator, and in the light of these interviews, penalties are imposed (which the department administration and the disciplinary committee decide to take on the student).

4- Subsequent cases of violation may put at risk the student's place in the school.

IB Coordinator/Administration Responsibilities

- * Ensure that all students, parents, and teachers understand what constitutes academic honesty by providing awareness sessions, printed policies and resources to support the policy.
- * Facilitate the Academic Honesty Committee meetings when needed
- * Provide teachers with materials and training necessary to guide students in maintaining academic honesty
- * Maintain parent contact and participate in the investigation of academic dishonesty and malpractice * Provide timely reminders and reviews of the IB Learner Profile attributes "Principled"

Communicating the policy



- All EIS IB policies are posted on the EIS website available for downloading and in an easy printing format.
- For teachers, training sessions will be conducted along with handing them a printed version of the policy and sent by e-mail.
- For students, training sessions will be conducted along with handing them a printed version of the policy
- For parents, awareness sessions will be conducted along with handing them a printed version of the policy and sent by e-mail.

References Lists:

Handbook of Procedures for the Diploma Program, IBO, 2013.

IBO General Regulations: Diploma Program, IBO, 2011 IBO

Academic Honesty, IBO, 2016

APA Student Guide Centre for Applied Arts & Sciences September 2017

Academic honesty code

As a student at the Egyptian International School, I declare that I totally understand and implement intellectual property rights.

Hence, I....., attending grade.....during the school year 20..../ 20....., pledge to commit to the principles of Academic Integrity as described in the school’s Academic Honesty Policy. I vow that I will never present someone else’s work as my own and will always acknowledge the sources of my information, using the APA convention. I will not indulge in plagiarism, collusion, fabrication, cheating, duplication of work or any other academic malpractice. If I do, I understand that I



will face the aforementioned consequences, which include being removed from the IB program at EIS.

Student's signature

Parent's signature

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