



Academic Integrity Policy

The mission of International College is to empower learners to take initiative, think critically, and serve as role models in a global society. IC strives to promote academic and personal integrity across the school, helping students become principled in acquiring and using intellectual property, whether from printed or electronic sources, and applying academic integrity to all their education. IC programs are aligned with national and international standards that require academic honesty to be embedded into the life of the school.

To uphold the values of academic integrity, IC is committed to fostering the values of honesty, trust, fairness, respect, and responsibility starting at preschool and continuing throughout the student's learning experience.

The IC community is committed to creating a safe and supportive learning environment and upholding the values of academic integrity.

Academic Integrity

Academic integrity is behaving honestly and morally in an educational setting. We believe that instilling in our children this guiding principle will create trustworthy and responsible adults. It is the foundation for ethical decision-making and behavior in producing legitimate, authentic, and honest scholarly work.

Students must present their work showing the information and ideas gathered from clearly and correctly acknowledged sources. During tests and examinations, students are expected to demonstrate an understanding of the lessons without attempting in any way to acquire an unfair advantage over others.

Students may sometimes become confused during their various research projects and may use the ideas of others when they download information from the internet or use unsourced material.

Thus, IC faculty go to great lengths to monitor their students' research and teach them to cite their sources. School librarians also guide the correct procedures of acknowledging the intellectual property of others through age-appropriate instruction and refer them to website links that help with citations.

Students must accept full responsibility for the content and integrity of all their work – homework assignments, research reports, and examination papers.

Rights and responsibilities

Academic integrity is the responsibility of the whole IC community. All stakeholders must have a common understanding of the academic integrity expectations and act as role models exhibiting honest, ethical, and responsible behavior.

Leadership Team

- Creates and maintains an academic integrity culture.
- Ensures that all members of the community have a common understanding of the requirements set by the academic integrity policy.
- Provides teachers with effective training sessions that may include examples of previously resolved cases of academic misconduct.
- Applies and implements the consequences using school restorative strategies in case of any breaches of academic integrity.
- Maintains open communication channels with all stakeholders.
- Assigns an administrative team (Assistant to the Director for Student Affairs, Dean of Students, Head of School Climate) responsible for supporting teachers in the reporting and investigation of academic misconduct.
- Act promptly in case of academic misconduct or maladministration.

Coordinators

- Monitor all activities related to the teaching and learning process at the school along with the procedures of formal assessments.
- Provide training for all staff involved in the delivery of the different programs.
- Communicate the Academic Integrity Policy to all community members.
- Ensure that the policies are accessible on all digital platforms and in different formats.
- Work collaboratively with the school leadership team on the implementation of the Academic Integrity Policy.
- Report on cases of academic misconduct.

Teaching and Non-Teaching Staff

- Ensure a clear understanding of the requirements for teaching different subjects.
- Ensure students understand the meaning and consequences of academic misconduct.
- Plan a manageable workload so students can allocate time effectively.
- Give “one-time” feedback to ensure the authenticity of the students’ work.
- Develop a plan to avoid collusion and duplication of work among students.
- Respond to student academic misconduct and school maladministration, and collaborate with investigations.

Students

- Achieve and develop IC core values.
- Be aware of the consequences of malpractice and academic misconduct.
- Produce authentic and genuine individual and group work.
- Correctly attribute sources, acknowledging the work and ideas of others.
- Responsibly use information technology and social media.
- Observe and adhere to ethical and honest practice during examinations.
- Report student academic misconduct and school maladministration to teachers and coordinators.
- Refrain from assisting classmates in completing their assessed work.
- Exhibit a responsible behavior, distribute tasks equally during collaborative projects and recognize the collaboration of other team members.

Parents and Legal Guardians

- Comprehend school internal policies and procedures to safeguard the authentic work of their children.
- Help their children plan a manageable workload for effective time management.
- Report any potential cases of student misconduct or school maladministration to the school's dean of students and directors.
- Submit original authentic reports for inclusive arrangements and adverse circumstances for their children.
- Refrain from assisting their children in the completion of their work.

Student Academic Malpractice and Misconduct

Academic malpractice is defined as deliberate or negligent behavior that can result in the student gaining an unfair advantage in one or more components of an assessment.

Academic misconduct includes any act that potentially threatens the integrity of examinations and assessments that happens before, during, or after the completion of the assessment or examination, paper-based or on-screen. In all cases, disciplinary action will be taken against all parties involved.

Academic Misconduct Includes

Plagiarism (considered a major offense)

- Writing about concepts, not from personal experience or common knowledge.
- Using words and ideas of another person without giving that person credit.
- Accidentally plagiarizing by not citing sources.

To avoid plagiarism, the student should always cite the sources when:

- Quoting a person or source directly.
- Paraphrasing a person or source.
- Summarizing or rewording someone else's ideas.

Collusion

Copying the work of another (who willingly collaborated) and attempting to pass it off as their own. In this case, both parties concerned face disciplinary action.

Duplication of work

Submitting the same paper for different classes – without the teachers' permission.

Cheating

- Copying from another student's test and assignments.
- Allowing another student to copy a test or assignment.
- Using unauthorized ('crib notes') materials during exams.
- Looking at another student's paper during exams.
- Exchanging test answers – oral or written – during exams without the teacher's approval.
- The use of all unauthorized material, information, or study aids.
- Any other behavior that gains an unfair advantage for a student or affects the results of another student.

Consequences of Academic Misconduct

Any project or paper should be the original work of the student. Cheating, receiving, and possessing unauthorized information and giving out the information is considered a serious offense committed by all the students involved and will be severely dealt with. All submitted essays are run through Turnitin to detect plagiarism.

At the lower school level, students are taught how to cite their sources and learn about the importance of academic integrity. They are expected to follow those guidelines for the rest of their academic careers.

Elementary school students who break the rules of the academic integrity policy will be sent to the director's office. In severe cases, parents will be notified. Consequences depend on the gravity of the rule(s) broken.

A student caught cheating during a test will forfeit the results. If there is no change in behavior and violations continue, a suspension may follow.

At the middle school level, any student caught in a deliberate act of cheating, whether in an examination or other, will be sent to the director's office, and severe action will be taken. Penalties tend to be progressive but repeat offenders may be asked to leave the school.

At both the middle and secondary schools, if part of a project/paper displays any form of deliberate academic misconduct, the student will automatically receive a zero on the assignment and face severe disciplinary measures. Disciplinary Probation is automatic.

Secondary school students who are caught committing any form of academic misconduct during a test will have the results voided; they will not be allowed to sit for a make-up exam and will be placed immediately on Disciplinary Probation. They will also be prohibited from participating in major school activities. The Disciplinary Committee will meet and decide on the appropriate measures to be taken, such as, but not limited to, suspension from school.

Committing an act of academic misconduct in a cumulative exam (trimester, semester, etc.) will result in an automatic failure in the subject and may lead to the student's expulsion. A graduating student will be denied graduation as well as all other privileges.

IC's Commitment: Embedding the Policy into the School Structure

Academic integrity is a school-wide commitment to create and maintain an ethical culture in its classes. IC strives to have its students fully understand and appreciate the importance of ethics in their work. We want to see our children take pride in their hard-earned and honest grades. These ethics and values will remain with them in their academic careers and future endeavors.

IC will continue raising awareness about academic misconduct and reinforcing the required skills to students, parents, and the IC community.

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