



# Nanchang International School

## 南昌国际学校

### ACADEMIC HONESTY POLICY

### 2021-2022

# Nanchang International School

## Academic Honesty Policy 2021

### 1. NCIS Guiding Statements

#### 1.1 NCIS Vision

NCIS students will become internationally minded, lifelong learners

#### 1.2 NCIS Mission

We will achieve our Vision by:

- Using an integrated, inquiry-based approach to learning
- Providing opportunities for students to grow beyond their own culture by studying in English, learning about Chinese and other cultures, and promoting mother- tongue languages
- Nurturing reflective individuals who are responsible, curious and respectful
- Developing individual strengths and interests
- Instilling a spirit of innovation, experimentation and collaboration
- Challenging students to be compassionate, with the courage to act on their beliefs
- Encouraging a balanced approach to life

### 2. Philosophy

The vision of Nanchang International School “NCIS students will become internationally minded, life-long learners.” At NCIS we strongly believe that in order to be a life-long learner integrity must be a significant component in the academic success of the students. As students engaging in academic misconduct miss the “learning opportunity”. Hence, at NCIS we promote academic honesty. Intellectual property borders have blurred and students are not very clear who owns the information available on the internet.

#### 2.1 Code of Conduct - Respect

For effective learning to take place in our school, it is necessary for all students to demonstrate respect for themselves and other people, respect for their own belongings and those of others (including school property), and respect for time. Student behaviour should at all times reflect nothing but credit upon the student and the school. *(NCIS Parent-Student Handbook)*

### 3. Academic honesty purpose/goals

The Academic Honesty policy is designed to clearly define the expectations for submitting authentic work. This will help the school authority to get better understanding of malpractices and will be able to take actions in preventing all forms of malpractice.

### 4. Definitions

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

#### 4.1 Plagiarism

Plagiarism is the representation, intentionally or unwittingly of the ideas or work of another person without proper, clear and explicit acknowledgment.

##### Examples

- *Submitting paper, homework assignment, or other project like laboratory report, artistic work, computer programme etc. as one's own work 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 cite the source of quotations and paraphrases. One must cite the source of quotations; one must also cite the source of ideas and information that are not common knowledge even when paraphrased. 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*
- *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*

## 4.2 Collusion

Collusion is supporting the malpractice by another student or assisting another student's academic dishonesty.

### Examples

- *Writing a paper or other project for another student*
- *Allowing another student to copy from one's examination paper, homework, assignment, or other project*
- *Assisting another student on a take-home examination, paper, homework assignment, or other project if one knows or suspects such assistance is not authorized by the instructor*
- *Sharing information regarding assessment contents and questions with other students*

## 4.3 Cheating

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

### Examples

- Copying answers from another student's examination, paper, homework assignment, with or without that person's consent.
- Providing work to be copied (collusion).
- Communicating in any way with another student or a third-party during examination without the permission of the instructor.
- Unauthorized use of materials or devices like notes, textbooks, translators, 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
- Collaborating with other students or third parties on a take-home examination, paper, homework assignment, lab work or other project without the permission of the instructor

## 4.4 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, activity, or other project
- Fabrication of a citation: inventing a phony citation for a research paper or other project
- Alteration of an assignment: Altering a graded examination, paper, homework assignment, or other project and resubmitting it to the instructor in order to claim an error in grading

## 4.5 Duplication

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 of project in more than one course for a grade
- Submitting a lab report for more than one course without discussing it with the teachers involved

## **5. Academic referencing convention**

The school uses Harvard Referencing as the convention that will be taught to students and which students and staff should use.

## **6. Roles and Responsibilities**

All people involved in the process of the student's learning have their roles and responsibilities. There are Do's and Don'ts that promote Academic Honesty within our school.

### **6.1 Teacher**

<b><i>Do's</i></b>	<b><i>Don'ts</i></b>
Design inquiry-based assessment tasks that cannot be easily plagiarized. For example, "Suppose you were organizing tourism to Mars. What would you need to find out and how would you market, etc."	Design assessment tasks with simple answers that can easily be found on the internet. For instance, a request to "Write about Mars".
Design challenging tasks that go beyond factual answers.	Design tasks that are so challenging that students are tempted to use dishonest means to complete them.
Assign work that elicits an original response, thereby discouraging plagiarism.	Assign work where the answers can be directly searched on the web.
Teach how to properly cite all sources using Harvard Referencing, including photographs, websites, music and literature and discuss when to cite depending on the types of	Give students research assignments without explaining how they would like the student to give credit to the original site/source.
Teach students how to reflect on what they have read and take appropriate notes by	Allow students to copy/paste, highlights or copy down entire paragraphs.
paraphrasing and writing down general statements from the text.	
Focus on helping students understand how to help peers on assignments without providing	Focus on punishing students for helping others on assignments before teaching them.
Model academic honesty in their own resources and presentations.	Present the work of others as their own.
Supervise students during exams and tasks.	Provide undue assistance in the production of student work.
Keep exam papers and tests secure.	Leave exam papers out in the open.
Teach students Fair Use Guidelines.	Let students think that academic honesty is just for the classroom.
Clearly state expectations for collaborative and individual work.	Allow students to be unaware of teacher expectations for individual work.

## 6.2 Administrator

<i><b>Do's</b></i>	<i><b>Don'ts</b></i>
Make expectations clear for both students and staff	Just hope students will be academically honest
Focus on teaching the skills for being academically honest rather than the consequences of dishonesty	Warn students not to plagiarize
Have an established progression of consequences when dishonesty occurs	Use the harshest consequences for first offenders
Establish a school culture that actively encourages academic honesty	Tolerate academic dishonesty
Place the Academic Honesty Policy in the handbook	
Inform staff and students through various media what constitutes malpractice and how it can be prevented	Assume everyone knows the policy

## 6.3 Students

<i><b>Do's</b></i>	<i><b>Don'ts</b></i>
<i><b>To avoid Plagiarism</b></i>	
Submit authentic work that is based on their original ideas and acknowledge the ideas and work of others.	Submit work without stating where it came from according to MLA or another appropriate format.
Cite sources using MLA format even if they are not sure if they should including books, journals, internet sites, magazines, photographs, music, interviews, etc.	Copy work
Paraphrase ideas of another person or use in text citations when appropriate	Copy work
Use resources to promote your own ideas	Steal the ideas from resources and pass them off as your own
When collaborating	
Collaborate to meet a common assessment	Let one person do all the work.
Share ideas during collaborative tasks.	Allow someone to copy their work even
Support classmates by asking questions and	Give the answers
Look at their own paper	Look at the papers of others
Keep the content of the test to themselves	Tell other students the questions and/or
Use notes and electronics approved by the	Use "cheat sheets" or devices that the

## 6.4 Parents

<i><b>Do's</b></i>	<i><b>Don'ts</b></i>
Be aware of the Academic Honesty Policy	Stay unaware that there's a policy
Support students at home	Do the work for their students

Help their students balance their school work load so they are ready for tasks/tests on the day they are due in order to help students resist temptations to be academically dishonest	Excuse their students from school so they have more time to study or do a project
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## 7. Consequences of Academic Dishonesty

As a school community, we understand that students need support and guidance when it comes to being academically honest. Therefore, we will deal with academic infringements on a case-by-case basis with the end goal being behavioral change. As concerns arise, teachers will strive to define both the issue and the student's intent. Teacher will then determine appropriate measures that must be taken by faculty and student. These may include any of the following:

- Detention
- Communication via email, letter, phone call
- Meeting with parents, staff or administrators
- Redoing the work that is affected by academic dishonesty
- Administering a lower or failing grade
- Placing a temporary or permanent notation on the student's academic record

indicating academic misconduct.

## 8. Communication and Review Process

### 8.1 Communication of Policy to the NCIS Community

NCIS School Management Team disseminates this policy document to staff at the beginning of each academic year and makes it available to all members of the school community. It is also available on the School's website.

This policy should be read in conjunction with NCIS Language Policy, NCIS Assessment Policy and NCIS SEN Policy.

### 8.2 Policy Review

NCIS School Management Team establishes a review committee to collaboratively evaluate and review this policy document on an annual basis, using the supporting information as provided by the IBO.

## 9. References and Resources

- Academic Honesty, IBO, 2011
- Academic Honesty in the IB Educational Context, IBO, 2014
- General Regulations: Diploma Program, IBO, 2011
- Handbook of Procedures for the Diploma Program, IBO, 2013.
- [www.ibo.org](http://www.ibo.org)
- Student Code of Conduct, Marion County Public Schools, 2013.
- Suncoast Community High School Academic Honesty Policy, Palm Beach County Public Schools, 2012.
- South Fork High School Academic Honesty Policy, Martin County Public Schools, 2013.
- "Academic Honesty Policy" Mountain Ridge Middle School. 20014. 3 April 2016.
- [http://www.umuc.edu/library/libhow/mla\\_examples\\_7th.cfm](http://www.umuc.edu/library/libhow/mla_examples_7th.cfm)