



# Academic integrity at SIEC



## Academic Integrity policy

### Soodeh International Educational Complex

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## Last Updated Policy

The school's academic integrity policy was last reviewed and updated in April 2024.

## Policy Sharing

The academic integrity policy of the school is presented and deliberated with all faculty members during the staff orientation week and is regularly referenced throughout the school year. The policy is communicated to families upon entering the school, after any updates, and can be accessed through the school's website at any time. Policy update is planned for September 2024.

## Academic Integrity Policy

Policy Overview:

Soodeh International Educational Complex, places significant value on personal and academic integrity, guided by the philosophy of the International Baccalaureate (IB). Academic integrity is expected from all members of the learning community: students, teachers, administration, and parents.

SIEC, emphasizes two key attributes from the IB Learner Profile:

Principled: **Soodeh International Educational Complex**

Acting with integrity, honesty, fairness, and respect for individuals, groups, and communities. Taking responsibility for actions and their consequences.

Reflective: Thoughtfully considering one's learning experiences, strengths, and limitations to support personal development.

## The policy aims to:

- Promote good academic practices and foster a culture of academic integrity.
- Help students understand what constitutes integrity and dishonesty.



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- Encourage seeking guidance from teachers, supervisors, and coordinators to prevent misconduct.
- Emphasize the importance of accurately acknowledging others' ideas and work.

### Student Responsibilities:

Students play a crucial role in ensuring authentic and original work. Plagiarism is treated seriously, and clear penalties are outlined for academic misconduct.

### Defining Academic Integrity:

Academic integrity encompasses:

- Appropriate behavior during examinations, projects, assignments, and academic research.
- Full acknowledgment of original authorship and ownership of creative material.
- Production of authentic work.
- Protection of intellectual property, including patents, trademarks, and copyright.

In summary, academic integrity at SIEC aligns with ethical values, encourages responsible behavior, and emphasizes the importance of acknowledging sources accurately.

### Creating and Upholding Academic Integrity at SIEC: | Complex

An effective education system at SIEC extends beyond the classroom, equipping students with skills for life. Trustworthy assessments, recognized by organizations, reflect genuine individual achievement. To achieve this, assessments must occur legitimately, under equal and comparable conditions. SIEC fosters academic integrity as an irrevocable principle, ensuring an equitable environment.



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## Challenges of Academic Misconduct:

Dishonest acts distort the assessment process, threatening the validity of the entire learning journey. Whether intentional or accidental, student academic misconduct or school maladministration creates barriers to effective teaching and learning.

Distrust and discontent may arise among the learning community, impacting confidence in the school's commitment to academic integrity.

The school's reputation and the validity of awarded grades or qualifications can suffer as a result.

## Understanding Academic Misconduct:

Academic misconduct encompasses various behaviors:

- Plagiarism: Presenting another person's ideas or work as one's own.
- Collusion: Supporting misconduct by allowing work to be copied or submitted by another candidate.
- Duplication of Work: Submitting the same work for different assessment components (e.g., History Extended Essay and internal assessment).
- Fabrication of Data: Falsifying or inventing data to support arguments or experiments.

## Other forms of academic misconduct include:

- Making up data for assignments.
- Forgery or falsification of IB grades or certificates.
- Unauthorized material during examinations (e.g., mobile phones, notes).
- Misbehavior during exams, disrupting the process.
- Copying work without permission.
- Referring to unauthorized material related to the examination.
- Non-compliance with invigilator instruction.



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### **Impersonation:**

Impersonating another candidate during an examination is strictly prohibited.

Offensive material in any script is also considered misconduct.

### **Theft and Disclosure:**

Stealing examination papers or discussing their content before or during the scheduled examination time is a breach of academic integrity.

Such actions compromise the validity of the assessment process.

### **Unauthorized Calculator and Software:**

Using an unauthorized calculator during an examination violates academic rules.

Concealing or using unauthorized software on a graphic calculator (especially during exams) is also misconduct.

### **Monitoring and Consequences:**

Any act of misconduct during an examination is reported to the Assessment Division, IB Global.

Coordinators and invigilators have the authority to expel candidates whose behavior disrupts proper examination conduct.

### **Defining Misconduct Forms:**

#### **Collusion/Collaboration:**

Collaboration with other students is allowed in certain cases (e.g., Community Project of the MYP).

However, the final work must be independently produced, even if based on similar data.

Abstracts, introductions, content, conclusions, or summaries must be in each candidate's own words.

Collusion (or plagiarism) occurs when identical work is presented without proper collaboration.



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### **Plagiarism:**

Passing off someone else's work, writing, thoughts, or visuals as one's own is considered plagiarism.

It occurs when a student presents someone else's work, ideas, music, graphics, or text as their own without proper acknowledgment. Failing to credit the sources used is a clear breach of academic integrity. In some cases, plagiarism may even be considered a criminal offense.

### **Paraphrasing:**

Paraphrasing involves expressing a piece of text in one's own words. While paraphrasing is permitted, it is essential to acknowledge the original sources.

### **Infringement:**

Infringement refers to unintentional violations of standard academic practices. When a student fails to clearly acknowledge ideas and words from others, it may be considered infringement.

For instance, if a quotation is not explicitly indicated but the source is cited in the bibliography or a footnote, it could be an example of infringement. The final award committee may treat such cases as academic infringement rather than misconduct.

No marks are awarded for the affected component(s), but the candidate remains eligible for a grade in the subject.

The Head of School is notified, and the case is not recorded as misconduct.

### **Acknowledging Sources**

The simplest method of avoiding plagiarism is honestly, accurately and clearly acknowledge, by references in the body of work, and/or in a bibliography at the end, each piece of material used in the production of work.

- All ideas and work of other persons, regardless of their source, must be acknowledged.



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- CD ROM, email messages, web sites on the Internet and any other electronic media must be treated in the same way as books and journals.
- The sources of all photographs, maps, illustrations, computer programs, data, and graphs, audio visual and similar material must also be acknowledged.
- Passages that are quoted verbatim must be enclosed within quotation marks and references provided.
- All works of art, film, dance, music, theatre arts or visual arts must have their source/origin acknowledged.
- Material cannot be paraphrased without acknowledging the source.
- Styles of citation such as APA 7 style will be employed by the students to acknowledge sources cited.

### **The role of project teacher:**

The project teachers teach and employ good academic practice for documenting sources used.

- Their knowledge of resources available and their search skills can be used to validate sources cited, and they are often able to trace the origins of suspect passages.
- They may conduct sessions for students to give guidance on appropriate citation systems. · Project teachers may even help students identify authentic sources of information during research work. · He /She is an expert in academic integrity, and can provide ethical guidance alongside information on the most appropriate citation system to use in each assignment, particularly the Personal Project , and community project in MYP .
- Project teachers can also play a role in promoting academic integrity, particularly with technical skills such as citing or referencing.
- To prevent misconducts at early stages, project teacher can introduce authentic and selective resources that support student learning and allow students to move quickly



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through the locating phase into working with the information and gaining a deeper understanding.

### Academic Integrity in the Arts

A. Plagiarism in the Arts Copying works of art, whether music, film, dance, theatre arts or visual arts, without proper acknowledgment, may also constitute plagiarism. There are circumstances where the creative use of the work of another artist is acceptable, but the original source must always be acknowledged. Candidates must understand that passing off the work of another person as their own is not acceptable and constitutes misconduct, regardless of whether the act was intentional.

B. Acknowledging Sources in the Arts Candidates must at least be aware that forms of intellectual and creative expression (for example, works of literature, art or music) must be respected and are normally protected by law. By implementing measures to prevent plagiarism schools are helping to combat illegal out-of-school activities (for example, illegal music downloads, peer-to-peer/P2P file sharing) for which candidates may face legal proceedings.

C. Academic Integrity in the Arts although the principles of academic integrity apply equally to all subjects, there is issues that are particularly relevant to the arts, where imitation, influence and inspiration have a respectable tradition. The observation of form and its resemblance to nature, or to another artist's work, is a skill to be nurtured. There is an expectation that candidates may be influenced by the work of other artists and writers, whose works may inspire the candidates' own creativity.

Thus, there are circumstances where the creative use of the work or ideas of another person is acceptable, but the original source must always be acknowledged. The imitation of another artist's work may be acceptable in contexts that are well defined the teacher, but candidates must understand that passing off the work of another person as their own is not acceptable and constitutes misconduct.





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### What Support Can Students Expect from SIEC?

- Through its 'Academic Integrity Policy', the school makes it clear what constitutes academic integrity and an authentic piece of work.
- All students will be introduced to the Academic Integrity Policy, by the coordinators in the first Quarter. Depending on the complexity of the Grade Levels, the Coordinator will discuss the impact of the policy on the students.
- Students will be clearly informed about how misconduct will be investigated, and the related consequences
- Teachers must also actively use correct citing conventions when providing students with reference material.
- The project teacher is always willing to provide support and assistance in terms of research, and the correct use of citations. The website of school also provides considerable advice regarding their aspects of academic integrity.
- Students will be advised at all times to act as honestly and as accurately as possible to acknowledge the ideas and work of others.
- Candidates will be informed about the assessment procedure/ Conduct of Examinations, and this will be discussed by the examination team and the coordinator.
- Explain to the parents the importance of academic integrity during parent orientation programmes.

### Responsibilities of Student:

Responsibilities of students with respect to academic integrity include the following:

- Students are responsible for ensuring that all work submitted for assessment is authentically their own work.
- Students are responsible for fully and correctly acknowledging the work and ideas of others.



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Students are expected to review their own work before submission for assessment to identify any passages, computer programs, data, photographs and other material, which require acknowledgement.

- Students are expected to comply with all internal school deadlines.
- Students should be aware that the IB randomly checks candidates' work for Plagiarism using web-based plagiarism prevention service.

### **MYP students:**

- Students maintain Process journals when working on projects assigned by the subject group teachers.
- For MYP Projects, the students and their supervisors use the MYP Projects academic integrity form provided by the IB to note their meeting dates and the main points discussed and to declare the academic honesty of their work.
- Students familiarize themselves with what constitutes academic misconduct in the physical, on-screen examinations and projects, by attending the workshops conducted by the Teacher Librarian and the Personal Project Coordinator, so that they submit work that is authentic.

### **SIEC students:**

All students understand the basic meaning and significance of academic integrity. All work produced by students is their own, authentic work. All such authentic work has the ideas and words of others fully acknowledged through standard methods such as referencing, bibliographies and so on. Students understand and obey the rules relating to the proper conduct of examinations. Students understand the difference between collaboration and collusion, and that it is unacceptable to present work arrived at through a process of collusion. The policy refers to all assignments set and completed in



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school or at home, ranging from basic pieces of homework to formal assessments. Passages that are quoted verbatim must be enclosed within quotation marks and references provided. All works of art, film, dance, music, theatre arts or visual arts must have their source/origin acknowledged. Material cannot be paraphrased without acknowledging the source. Styles of citation such as APA 7 style will be employed by the students to acknowledge sources cited. Many of the sites also provide information on grammar and mechanics.

### Responsibilities of Teacher:

- To be vigilant for obvious changes in a candidate's style of writing, for work which is too mature, too error-free, or more characteristic of an experienced academic than a secondary school student.
- Subject teachers are in the best position to identify work that may not be the authentic work of the student. Teachers encourage students to have integrity and understand what it means to be honest. The teachers put it in practice by following it themselves.
- Teachers are expected to read and check candidates' work for authenticity before submission. This refers to all internal assessments.

### MYP Teachers:

- Guide and support students to understand the philosophy of and need for Academic Integrity.
- Communicate the expectations they have for their students by clearly referring to the Academic Integrity Policy.
- Encourage integrity and communicate the consequences of breaching IB regulations.
- Make the Approaches to Learning (ATL) skills an explicit focus for teaching and learning, particularly research skills.



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- Explain task-specific clarification of assessment requirements giving relevant examples.
- Conduct orientation sessions every year for the students to document their investigation with references and develop an accurate bibliography.
- Explain the students' importance of independent research work and reporting data accurately.
- Make sure that assessment tasks, especially, but not only, in the Personal Project, require inquiry and creativity.
- Guide the students to maintain a process journal while working on culminating projects like community projects and personal project.
- Discuss with students- what is piracy, responsible use, and alternative royalty, free print and multimedia resources (including creative commons licensing).
- Set meaningful tasks that can be completed either independently or with the appropriate amount of scaffolding.
- Encourage Academic Integrity both in school and at home.
- Students are encouraged to submit their original work and acknowledge resources used in research.
- Encourage students to have integrity and understand what it means to be honest. The teachers put it in practice by following it themselves.
- Teachers involve parents in making the students independent and responsible for their own learning.
- Teachers keep the parents informed through the Weekly transaction reports and through various orientation sessions.
- Students are encouraged to be Principled and follow the guidelines while researching.
- Guide and support students to understand the philosophy of and need for Academic Integrity.



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- Communicate the expectations they have for their students by clearly referring to the Academic Integrity Policy.

Monitoring and Sanctions: Teachers, students and the administration are encouraged to reflect on the work they are completing, presenting and assessing. This self-reflective approach, coupled with school ethos, which values personal and

Teachers have primary responsibility for guiding students in adapting academically honest practices, and monitoring the work they submit to ensure, it complies with IB regulations. Equally, students are responsible in ensuring that the work submitted complies with all regulations contained within this Academic Integrity Policy.

### MYP

Any kind of academic dishonesty detected in the completion of homework, class assignments, project work, exams, and tests would face the following consequences-

- First instance – The student will redo the exam or test or assignment again and work will be assessed if submitted within the deadline. Parents would be notified by the concerned teacher and the misconduct will be noted in school records. Students would be reminded of SIEC academic
- Second instance – The student work will not be accepted for assessment. Instance would be recorded in school records with a notification to the parents by the coordinators.
- Third instance – The student will get no grade in the subject and will face disciplinary action as mentioned in the school's Code of Conduct.

Besides the above-mentioned sanctions any other appropriate disciplinary action would be taken at the discretion of the school management such as suspension from regular lessons or other sanctions as identified in the Code of Conduct.



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Internal and external sanctions are in place to respond consistently in case issues related to academic misconduct arise.

- i. Internal sanctions are those used by SIEC, generally referring to assignments and classwork within the school, which do not count towards the award of the final IB Diploma.
- ii. External sanctions are those applied by the IB ecourseworks which includes all subject Internal Assessments (IA, includes VA exhibition), VA portfolio and comparative study, Core components (TOK commentary, TOK essay, Extended Essay and CAS) which counts towards the final IB Diploma. Any deviation from the academic integrity guidelines is addressed as per the penalties given by the IB (Academic Integrity Policy, Appendix 1 and 2)

### **Investigating misconduct Investigations take place when:**

- A Coordinator informs IB Curriculum and Assessment (IBCA) that misconduct may have taken place during an examination.
- An examiner suspects misconduct and provides evidence to justify his or her suspicion.
- An IB member of staff identifies examination material that may or may not be the authentic work of a candidate and provides evidence to justify his or her suspicion.

An investigation of misconduct detected by an examiner outside the school may take the following form:

- The Head of Examinations Administration will inform the Coordinator/Head of the school that a candidate is being investigated for suspected misconduct.
- The coordinator will provide IBCA with:
  - I. A statement from the candidate.
  - II. A statement from the subject teacher or extended essay supervisor.
  - III. A statement from the coordinator.



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IV. A summary of the interview with the candidate about the allegation of plagiarism.

- The investigation should take place immediately and follow the timeline given by the

IBCA

- The planning and conduct of the investigation are left to the discretion of the coordinator, but the candidate's personal rights must be protected. Normal practice is to interview the candidate with a parent or guardian in attendance once it has been established that a formal investigation is taking place.

- The candidate must be shown the evidence and be invited to present an explanation or defense.

- With the candidate's permission, a transcript of the interview may be taken and submitted to IBCA. The candidate must also be given the opportunity to provide a written statement.

- The candidate and his/her parents have a right to see evidence, statements, reports and correspondence about the case. Evidence may be withheld to protect the identity of an informant.

- The candidate must be given a copy of the Regulations and his/her attention drawn to the articles which concern misconduct.

- The candidate must be given sufficient time to prepare a response to the allegation.

An investigation of misconduct during an IB exam may take the following form:

- The candidate will be allowed to complete the exam. As little disruption as possible should take place so that other students are not disturbed or distracted.

- The coordinator should be immediately informed by the invigilator of his/her coordinator should begin an investigation immediately after the exam has ended. This will include interviewing the candidate, and taking written statements from everyone involved, including the candidate, and the invigilator.

- The Head of School should be informed immediately.



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- The candidate's parents/guardians will be contacted.
  - Full written statements should be submitted to the relevant section of the IB and these should be shared with the candidate and his/her parents
  - The candidate must be allowed to complete all other exams in that session.
  - The IB will make the final decision as to whether or not there should be consequences.
- At SIEC, any kind of academic dishonesty detected in the completion of homework, class assignments, project work, exams, and tests would face the following consequences:
- First instance – The student will redo the exam or test or assignment again and work will be assessed if submitted within the deadline. Parents would be notified by the concerned teacher and the misconduct will be noted in school records. Students would be reminded of OIS academic Integrity policy.
  - Second instance – The student work will not be accepted for assessment. Instance would be recorded in school records with a notification to the parents by the coordinators.
  - Third instance – The student will get no grade in the subject and will face disciplinary action as mentioned in the school Code of Conduct. Besides the above-mentioned sanctions any other appropriate disciplinary action would be taken at the discretion of the school management such as suspension from regular lessons or other sanctions as identified in the Code of Conduct.
  - Misconduct during an examination will result in no grade being awarded for the specific subject involved.





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**Links with other Policies:** The Academic Integrity policy works in tandem with the other policies of the school.

**The Language Policy:** As a result of assessments feedback is given to the student and parent. This promotes devising strategies for future learning. Home and Family languages are considered while interacting with the students. The school offers a choice of Second Language to select from the age of 5.

**The Inclusion Policy:** For the students with Special needs and EAL the school has a team of inclusion specialists. The assessments of these students are in consonance of the student's requirement of learning needs. The IDPs (Individual development plan) are set in collaboration with the parent, student and teacher. Assessments of these students are done based on their IDP.

**Assessment Policy:** Academic Integrity is closely linked with assessment policy. The main objective of assessment policy is to diagnose the learning needs of the student. The goal is to award reliable, fair and recognized outcomes to our students through practicing Academic Integrity during the process of assessing students. Assessment integrity is maintained in SIEC through the implementation of Academic Integrity policy both in Internal and External assessment. So, it implies that the maintaining of integrity in all forms of assessments is reliant on Academic Integrity policy.

**The Admission Policy:** Academic Integrity policy is closely linked to Admission policy at SIEC. The cancellation of the admission policy is based on the principles of Academic Integrity policy which values personal integrity and principled actions.

Thus students/ guardians are expected to sign an undertaking and a contract authenticating the originality of their documents and credentials submitted.

Furthermore, in accordance with the Academic Integrity policy, an admission of a



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student can be cancelled if the student/ parent is found guilty of providing fabricated or inaccurate information.

Academic Integrity Policy – Reviewed.



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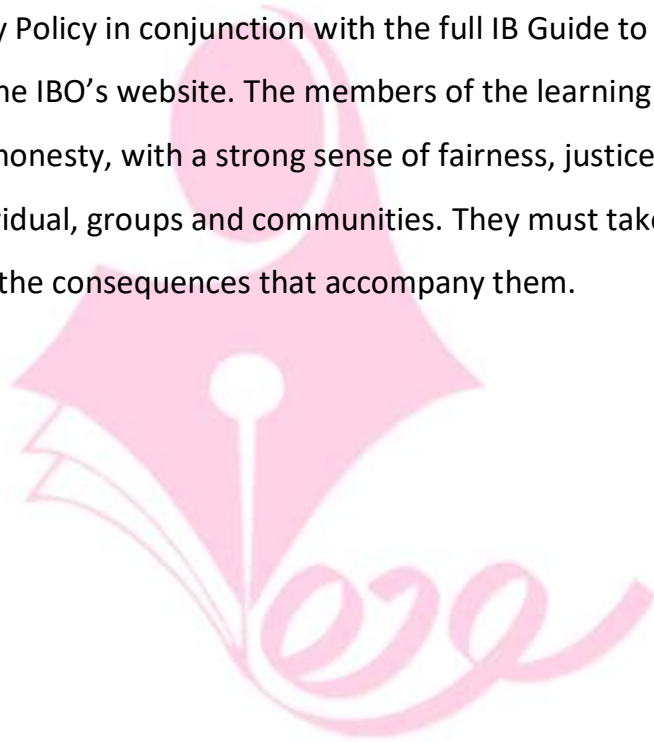


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### **In conclusion:**

Academic Integrity is valued highly by SIEC. Academic misconduct is viewed as a serious transgression of the values that Soodeh seeks to impart and uphold. There can be no tolerance of deliberate academic misconduct. Students must have a full understanding of the IB's approach to Academic Integrity. We strongly recommend that students read this Academic Integrity Policy in conjunction with the full IB Guide to Academic Integrity which is available on the IBO's website. The members of the learning community should act with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities. They must take responsibility for their own actions and the consequences that accompany them.



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### Glossary:

#### Academic integrity

Academic integrity is a guiding principle in education and a choice to act in a responsible way whereby others can have trust in us as individuals. It is the foundation for ethical decision-making and behavior in the production of legitimate, authentic and honest scholarly work.

#### School maladministration

The IB defines school maladministration as an action by an IB World School or an individual associated with an IB World School that infringes IB rules and regulations, and potentially threatens the integrity of IB examinations and assessments. It can happen before, during or after the completion of an assessment component or completion of an examination.

#### Student academic misconduct

The IB defines student academic misconduct as deliberate or inadvertent behavior that has the potential to result in the student, or anyone else, gaining an unfair advantage in one or more components of assessment.

Behavior that may disadvantage another student is also regarded as academic misconduct. It also includes any act that potentially threatens the integrity of IB examinations and assessments that happen before, during or after the completion of the assessment or examination, paper-based or on screen.

#### Misconduct:

Misconduct is behavior that results in or may result in the candidate or any other candidate gaining an unfair advantage in one or more assessment components.

**Collusion/Collaboration:** Collaboration involves working together with other students. There are occasions where collaboration with other candidates is permitted or actively encouraged such as a Community Project of the MYP. Nevertheless, the nal work must



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be produced independently, despite the fact that it may be based on similar data. This means that the abstract, introduction, content, conclusion or summary of a piece of work must be written in each candidate's own words and cannot therefore be the same as another candidate's unless explicitly outlined by the requirement of the assessment. For example, if two or more candidates have exactly the same introduction to an assignment, the final award committee will interpret this as collusion (or plagiarism), and not collaboration. Even if a student has 'collaborated' with another student, the work finally presented must be his/her own. Collusion is misconduct and will be penalized. Working together is collaboration while copying someone else's work is collusion.

**Plagiarism:** Plagiarism is passing off someone else's work, writing, thoughts, visuals, graphics, music and ideas as a student's own. Plagiarized work is work which fails to acknowledge the sources which it uses or upon which it is based. Plagiarism is a clear breach of academic integrity. It is also a criminal offense in some instances.

**Paraphrasing:** Paraphrasing is writing a piece of text out in your own words. This is permitted but the sources used must be acknowledged.

**Infringement:** Infringement is when a student unintentionally violates the standard academic practice of clearly acknowledging all ideas and words of other persons. In this case, the candidate is not deliberately attempting to gain an unfair advantage. An example of infringement would be a candidate who has not used some means of indicating a quotation, but has cited the source of the text in the bibliography or in a footnote. The final award committee may designate a case of this type as academic infringement and not misconduct. If the final award committee decides that an academic infringement has been established, no marks will be awarded for the component or part(s) of the component. The candidate will still be eligible for a grade in



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the subject. The Head of School will be notified that this action has been taken. The case will not be recorded as misconduct.



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