



## Academic Integrity Policy

**” Academic integrity is a responsibility of the whole school community and an integral part of SIA’s school culture.”**

Policy Review Process			
Version	Revision Date (Document Review Date)	Authors (Who revised it?)	Any significant changes / editing to the original policy.
V1	<b>17<sup>th</sup> Feb. 2023</b>	George – New Version	The new SIA Academic Integrity Policy is totally reworked and aligned with the IBO Academic Integrity 2020. Additional changes: IBO diagrams and information <b>MYIB publication Last update: 15/03/2023</b>
V2	<b>19<sup>th</sup> Feb 2023</b>	Yue – DP team	
V3	<b>10<sup>th</sup> April 2023</b>	George	
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		Senior Leadership	Pankaj DPC, Eric, Walker, Alice
		DP staff	Collaborative meetings
		DP students	CORE meetings
		Parents	

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### SharePoint location

[https://chinabest.sharepoint.com/:w:/r/sites/SIAFaculty/\\_layouts/15/Doc.aspx?sourcedoc=%7BF54AE890-FF2F-4E7D-8F18-5F9A0961AEE7%7D&file=SIA%20Policy%20Procedures%2C%20Structures%20%20Systems.docx=&action=default&mobileredirect=true](https://chinabest.sharepoint.com/:w:/r/sites/SIAFaculty/_layouts/15/Doc.aspx?sourcedoc=%7BF54AE890-FF2F-4E7D-8F18-5F9A0961AEE7%7D&file=SIA%20Policy%20Procedures%2C%20Structures%20%20Systems.docx=&action=default&mobileredirect=true)

[https://chinabest.sharepoint.com/:w:/r/sites/SIAFaculty/\\_layouts/15/Doc.aspx?sourcedoc=%7BE3399EDC-F9AC-4CAF-9C76-9D5518598DEB%7D&file=Academic%20Intergrity%20Policy%20%205%20YrRev%20Revision%20cycle.docx&action=default&mobileredirect=true](https://chinabest.sharepoint.com/:w:/r/sites/SIAFaculty/_layouts/15/Doc.aspx?sourcedoc=%7BE3399EDC-F9AC-4CAF-9C76-9D5518598DEB%7D&file=Academic%20Intergrity%20Policy%20%205%20YrRev%20Revision%20cycle.docx&action=default&mobileredirect=true)

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## **IBO Programme standards and practices 2020**

**Culture 3.1:** The school implements and reviews an academic integrity policy that makes the school's philosophy clear and is aligned with IB guidelines. **(0301-03-0100)**

**Culture 3.2:** The school clearly describes in its academic integrity policy the rights and responsibilities of all members of the school community, what constitutes good practice and misconduct, and the actions that are to be taken if there are transgressions. **(0301-03-0200)**

**Culture 3.3:** The school articulates responsibilities for teaching a variety of practices related to academic integrity, and reflects its five fundamentals: honesty, trust, fairness, respect and responsibility. **(0301-03-0300)**

### **1. Purpose of this policy**

**SIA – Suzhou Innovation Academy** is making an unwavering commitment to IBO's academic integrity principles, standards, and practices.

With this document **SIA – Suzhou Innovation Academy** outlines the responsibilities and expectations of different stakeholders across the IB community related to academic integrity.

With this this policy document **SIA – Suzhou Innovation Academy** demonstrates how the IB manages incidents of student academic misconduct and school maladministration cases, ensuring confidence is maintained among students, parents, schools and other stakeholders in the value and credibility of IB grades.

#### **This policy document explains:**

- the academic integrity principle which will be observed by the IB and expected of all its stakeholders
- the expectations and responsibilities of the different groups of stakeholders in upholding the IB's principle of academic integrity
- the terminology used by the IB regarding academic integrity, student academic misconduct and school maladministration.
- how the IB deals with student academic misconduct and school maladministration
- good practice in embodying teaching and learning in a culture of academic integrity
- good practice for schools in their own academic integrity approaches and culture
- the broad definitions of terms to allow conversations about academic integrity at school level.

### **2. Scope of this policy**

#### **This policy applies to and should be read by:**

- SIA leadership team, administrators, and the wider community responsible for creating and implementing the academic integrity policy

- SIA DP staff members responsible for the teaching and preparation of work submitted to the IB for assessment.
- SIA staff responsible for the delivery of IB examinations
- SIA students going through assessment and submitting work to the IB
- parents and legal guardians of IB students going through assessment.

### 3. A principled approach to academic integrity

**SIA – Suzhou Innovation Academy is committed to fostering an academic integrity culture**, and a personal positive attitude towards it, by designing a school strategy that combines policies and good academic practice, while understanding the fundamental dimension it has in the authentic construction of meaning and learning in all IB programmes.

### 4. What is academic integrity?

#### Academic Honesty Terminology & Definitions

##### **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.

##### **Student academic misconduct**

###### **Unfair advantage**

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.**

##### **Student academic misconduct**

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 happens before, during or after the completion of the assessment or examination, paper-based or on-screen.

##### **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.

##### **Conflict of interest**

This occurs where an individual's ability to exercise judgement or act in one role is, or could be, impaired or otherwise influenced by his or her involvement in another role or relationship. The individual does not need to exploit his or her position or obtain an actual benefit, financial or otherwise, a potential for

competing interests and/or a perception of impaired judgement or undue influence can also be a conflict of interest.

**Plagiarism** is defined as the representation, intentionally or unwittingly, of the ideas, words or work of another person without proper, clear and explicit acknowledgment. The use of translated materials, unless indicated and acknowledged, is also considered plagiarism.

**Collusion** is defined as supporting academic misconduct by another student, for example allowing one's work to be copied or submitted for assessment by another.

**Misconduct during an IB examination** includes taking unauthorized material into an examination room, disruptive behavior and communicating with others during the examination.

**Communication about the content of an examination 24 hours before or after the examination** with others outside their school community is also considered a breach of IB regulations.

**Duplication of work** is defined as the presentation of the same work for different assessment components and/or Diploma Programme requirements.

## 5. Why do we need academic integrity?

SIA's – (Suzhou Innovation Academy) key educational reasons for a firm take on academic integrity are:

### To maintain fairness.

IB assessments can only be fair if all students are provided with an equal opportunity; and to be valid, they need to provide an accurate reflection of a student's achievement. Any act that undermines this fairness by students engaging in academic misconduct or schools committing maladministration will create a disadvantage for those who have complied with the rules. For more information see [Assessment principles and practices—Quality assessments in a digital age](#).

### To maintain trust and credibility.

Trust in academic qualifications is fundamental. When a student or a school contravenes the principle of academic integrity, that trust pact is broken with the IB as an awarding body accountable for the validity of the assessment process.

### To develop respect for others.

Students that understand how knowledge is built will understand that it is acceptable to use the ideas, words or work of others. However, following good academic practice it is expected that information is appropriately acknowledged. **(For more information see the document [Academic honesty in the IB educational context. Bibliography.](#))** For more information about IB expectations regarding citing and referencing, please see [Effective citing and referencing](#).

## 6. Creating and maintaining a culture of academic integrity

**SIA – Suzhou Innovation Academy aims to** create and foster a school culture where academic integrity is as an irrevocable principle.

**SIA is dedicated to maintaining** the integrity and originality of student assessments as true and genuine reflection of their personal level of achievement, and the same are carried out legitimately, under equal and comparable conditions.

**SIA is committed** to do its utmost to promote academic integrity and ensure that all members of the community support the IBO principle.

## 7. The school leadership team

**SIA school leadership will ensure,** that any new member of staff and all students should start with a shared understanding and have an informed dialogue about the benefits of honest learning for the entire community.

**SIA leadership team will ensure** that Academic integrity is part of the teaching and learning process and an aspiration of the entire school community.

**SIA leadership team will** inspire all members of the community to uphold the values of respect and trust where everybody assumes an equal responsibility to uphold this principle.

**The SLT, headed by the Principal, will:**

**Ensure the academic integrity policy is a school-wide endeavor, by offering a commitment to maintain an ethical culture; not just a list of rules and penalties or simply an administrative requirement to meet the expectations of IBO.**

- ensure all school personnel are conscious of and comply with academic integrity policy.
- ensure compliance with IBO standards, practices and requirements.
- provide leadership and vision in respect of equality.
- monitor the effectiveness of this policy by observing teaching and learning.
- annually review the success and development of this policy with the relevant stakeholders.

## 8. Programme coordinators

**DP Programme coordinator will** maintain a pedagogical leadership and are responsible for ensuring that all teaching and learning activities are carried out in accordance with the rules, policies and guidelines

stipulated by the IB.

They must also ensure that all staff involved in the delivery of IB programmes, including teachers, teaching assistants, special education coordinators, counsellors, librarians and laboratory assistants, receive adequate training so that students have the best educational experience possible.

**The Programme Coordinator will:**

- lead the development of this Policy throughout the School
- work closely with the Principal, the SLT, Teachers, Librarian, and students.
- monitor compliance of this Policy
- ensure continuity and progression throughout the School.
- provide guidance and support to all staff.
- provide training for all staff during induction and when need arises.
- participate in appropriate and relevant professional development.
- keep up to date with new developments in academic standards.
- undertake an annual audit and stock take of resources.
- annually report to the SLT on the success and development of this Policy.

**9. Teaching and non-teaching staff**

**SIA Teachers should have** an extensive understanding of the requirements for teaching IB subjects regardless of the programme and should receive the necessary support from the school to attend IB-designed professional development workshops.

Subject teachers will have a detailed knowledge of the regulations, policies and will be able to offer adequate and fair support to their students, while they develop a conscientious and responsible attitude to their learning process, allowing them to understand the ethical implications of all scholarly work.

**All IB teachers must support their school and programme coordinators and are also responsible for:**

- ensuring that students have a full understanding of the expectations and guidelines of all subjects
- ensuring that students understand what constitutes academic misconduct and its possible consequences
- planning a manageable workload so students can allocate time effectively to produce work according to IB's expectations.
- giving feedback and ensuring students are not provided with multiple rounds of editing, which would

be contrary to instructions described in the relevant subject guides.

- ensuring that all student work is appropriately labelled and saved to avoid any error when submitting assessment to the IB.
- developing a plan to cross-reference work across multiple groups of students when they are preparing to submit final pieces of work for assessment in order to prevent collusion.
- responding to student academic misconduct and supporting the school's and IB's investigations.
- responding to school maladministration and supporting the school's and IB's investigations

## **10. Students**

**It is expected that all SIA IB students**, understand and accept the principle of academic integrity and face the challenges associated with it. This is not a task that students can face in isolation, they must have the support of their teachers and the school.

**All SIA IB students** should aim to achieve and develop the IB learner profile attributes. From a young age, IB students are expected to be able to distinguish between what is right and what is wrong. In the context of academic integrity, one of the most important attributes is to be "principled" and all students participating in IB programmes are expected to act honestly, responsibly and ethically.

**All SIA IB students** must adhere to the subject guidelines, rules and regulations, always acknowledging the sources of information that were used and the help they have received from third parties during the process. In collaborative projects, they must exhibit a balanced behaviour recognizing the collaboration of other team members and granting fair recognition to their own participation.

**IB students must support their school, programme coordinators and teachers and are expected to:**

- have a full understanding of their school's and the IB's policies
- respond to acts of student academic misconduct and report them to their teachers and/or programme coordinators.
- respond to acts of school maladministration and report them to their teachers and/or programme coordinators.
- complete all assignments, tasks, examinations and quizzes in an honest manner and to the best of



their abilities.

- give credit to used sources in all work submitted to the IB for assessment in written and oral materials and/or artistic products.
- abstain from receiving non-permitted assistance in the completion or editing of work, such as from friends, relatives, other students, private tutors, essay writing or copy-editing services, pre-written essay banks or file sharing websites.
- abstain from giving undue assistance to peers in the completion of their work.
- show a responsible use of the internet and associated social media platforms.

## **11. Parents and legal guardians**

In order to support their children and the school, parents must accept that the principle of academic integrity is a fundamental part of the IB's educational philosophy.

Parents should also understand the regulations and policies that the IB expects schools, coordinators, teachers, and all students to observe.

**SIA teachers, coordinators and leadership will** provide guidance when parents have questions or doubts as to what is expected. Parents will be directed to approach the programme coordinator for clarification.

**SIA will advise and encourage parents and legal guardians** to read and become familiar with the IB's policy on plagiarism, which is the most common form of misconduct. In agreement with the school, parents can also be included in the group responsible for designing and updating the school's academic integrity policy.

By actively participating, parents will become speakers and disseminators of the principle of academic integrity of the IB and the school, while serving as a counterbalance, ensuring that the school follows the policy correctly and that sanctions are applied fairly and consistently to those who fail to meet the expectations.

**Focusing on processes for managing academic integrity incidents, parents and legal guardians of IB students are expected to:**

- understand IB policies, procedures and subject guidelines in the completion of coursework or examination papers by their children.
- support their children’s understanding of IB policies, procedures and subject guidelines.
- understand school internal policies and procedures that safeguard the authenticity of their children’s work.
- support their children in planning a manageable workload so they can allocate time effectively
- understand what constitutes student academic misconduct and its consequences.
- understand what constitutes school maladministration and its consequences.
- report any potential cases of student misconduct or school maladministration to the school’s directorate and/or the IB.
- submit only genuine and/or authentic evidence to support a request for inclusive access arrangements or adverse circumstances considerations for their children.
- abstain from giving or obtaining assistance in the completion of work to their children.

## **12. School maladministration**

**SIA – Suzhou Innovation Academy will ensure** that **NO** cases of school maladministration will occur at any time during the assessment cycle, which may affect the assessment components of coursework, or the examinations.

**SIA subject teachers must not provide excessive assistance** to their students during the coursework production process, because they may be committing maladministration in an involuntary and/or well-intentioned manner.

For example, a teacher must be aware that high level of support will affect the very nature of the task and it will negate the achievement expected from the students as it curtails creativity.

Teachers must not provide multiple edits to the work, which is in contradiction to the instructions of the subject guide, because this extra help will give an unfair advantage to the student.

**When an examination is under way, SIA school administrators, teachers or invigilators will ensure that.**

- NO additional time is being granted to students without authorization from the IB.
- there is enough (sufficient number) invigilators per room. (as per IBO recommendations)
- there are properly trained invigilators
- invigilators effectively and vigilantly monitor student bathroom visits.

- teachers responsible for the subject being examined are NOT allowed to enter the examination hall and assist their students.

### **SIA Intervention Procedures, Structures & Systems; School culture (3)**

Educational interventions are **actions (step, strategies) taken by school to support all students and increase** their academic success. This framework offers a **structure** to ensure consistency and completeness when dealing with student issues across the school.

#### **Detection of Academic Misconduct:**

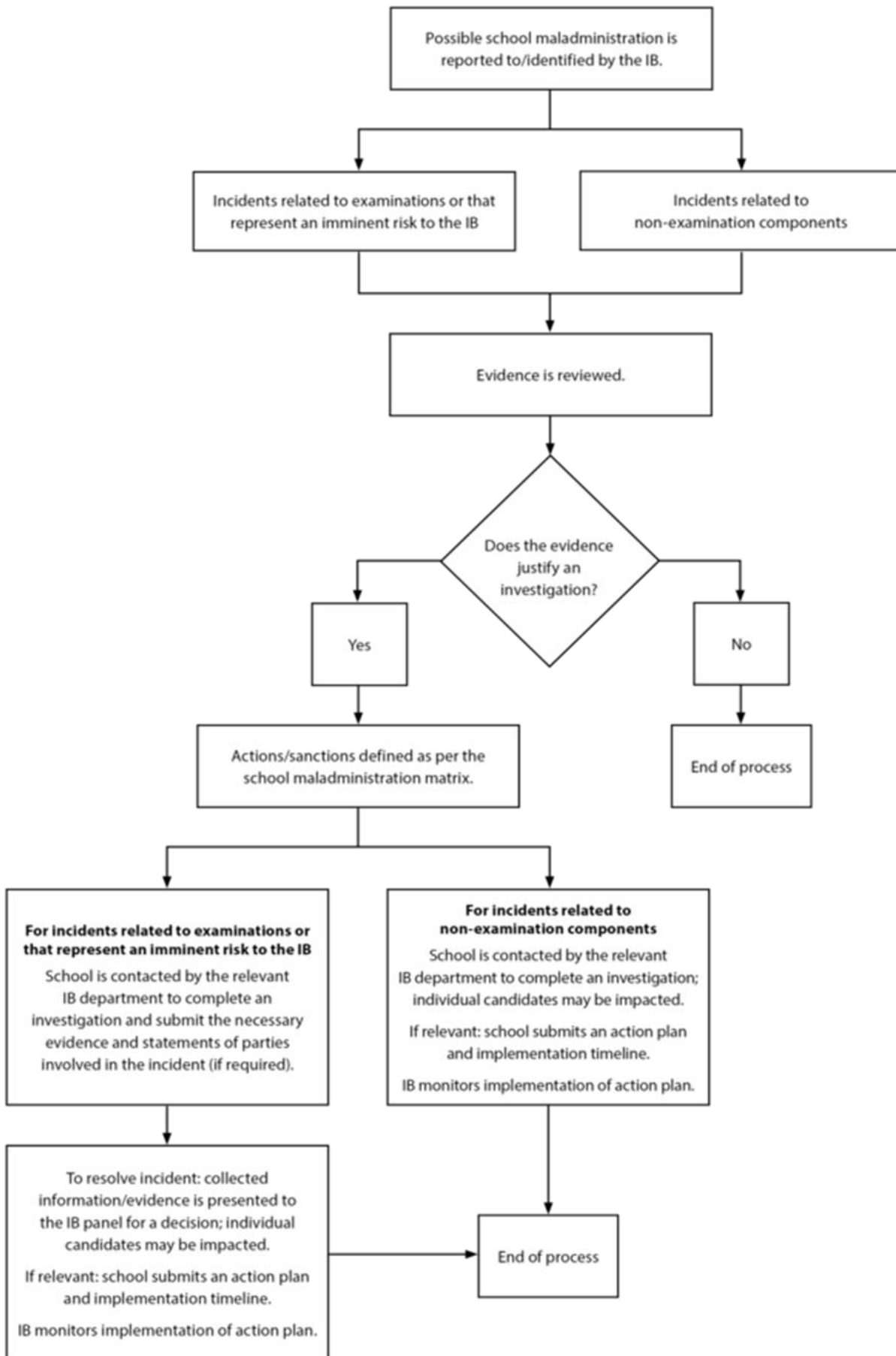
If any student is in breach of or caught for intentional or unintentional, minor or substantial plagiarism, collusion, duplication of work or any other academic misconduct the supervisor/teacher should inform the respective Coordinator and the Academic Principal.

#### **Consequences for any school research-based assignment/presentation/project**

- Any offense done in any subject IA, EE & TOK.
- The student will be asked to redo their assignment, and their parents will be informed in writing.
- No marks/ grades will be allotted for any academically dishonest work at any level of offense.
- Repeated academic misconduct may lead to longer suspension or even dismissal from school.

#### **Academic Misconduct during Examinations**

- The DPC, student and parent will also be informed.
- Repetition of such misconduct would also lead to suspension or even expulsion of the student.
- Stealing of examination/ test material will in the first instance lead to a suspension and pending inquiry.



(Ref: )

### **13. Student academic misconduct**

**The IB defines academic misconduct as deliberate or inadvertent behaviour** that has the potential to result

in the student, or anyone else, gaining an unfair advantage in one or more components of assessment.

Behaviour that may disadvantage another student is also regarded as academic misconduct.

It is also an act that potentially threatens the integrity of IB examinations and assessments that can happen before, during or after the completion of the assessment or writing time of the examination, both paper based and on-screen.

#### **Categories of student academic misconduct**

- **Coursework**
- **Written and on-screen examinations**

#### **Students will:**

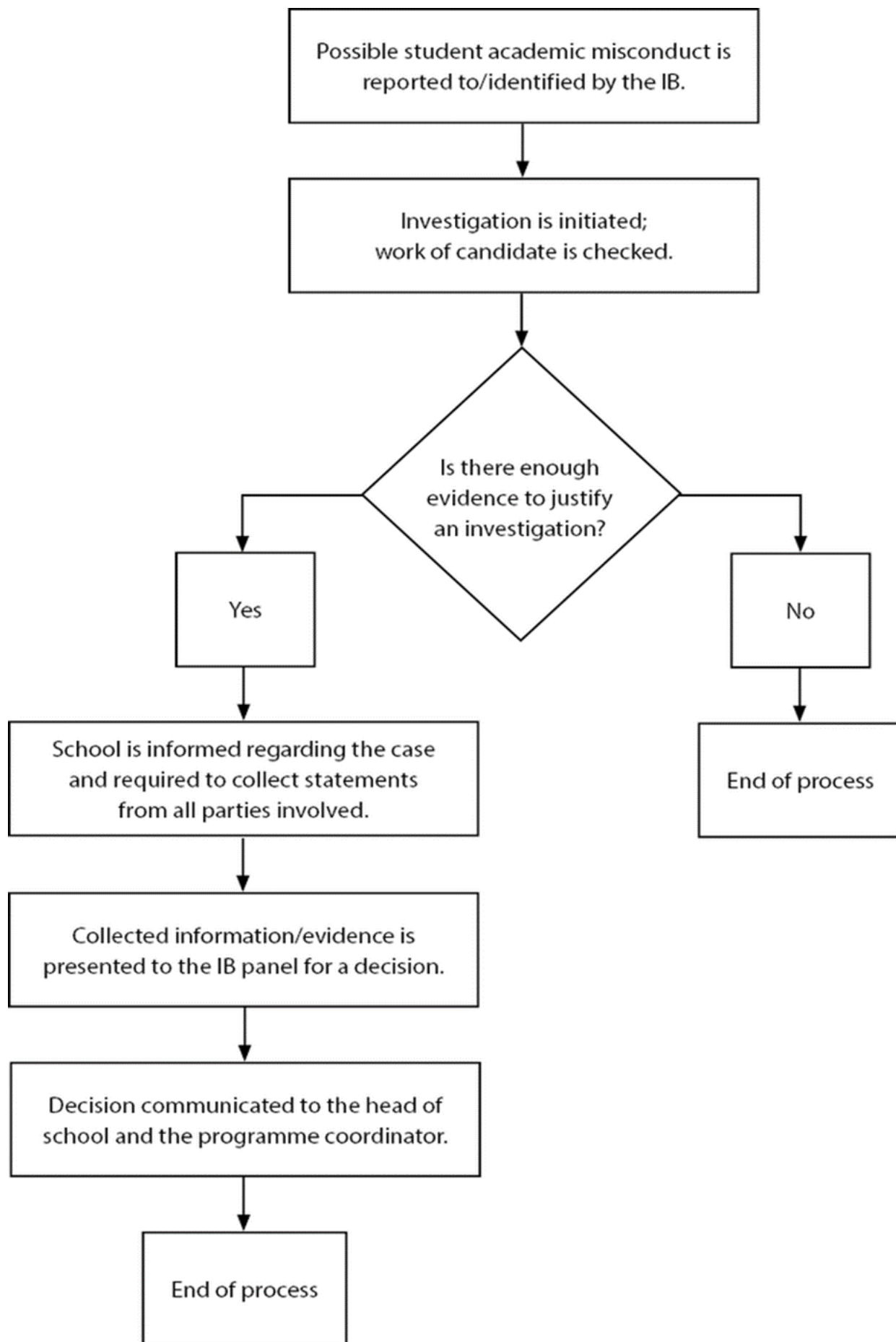
- ensure that all work submitted for any assessment is authentic.
- acknowledge correctly other's ideas and work according to prescribed style conventions
- review one's own work before submission for assessment using the prescribed similarity check software
- keep all records (both hard and soft copies) of learning and assessment as evidence of authenticity seek the help of teachers, supervisors, academic mentors, Programme Coordinator and Head Librarian for citation and academic honesty related questions
- comply with all internal school deadlines as stipulated by the DP school calendar
- sign The Candidate's Declaration of Authenticity in full knowledge that the submission is of one's own
- provide evidence (if need be) to help verify authenticity of work.

"Once a candidate has officially submitted the final version of his or her work to a teacher (or the coordinator) for external or internal assessment, together with the signed coversheet, it cannot be retracted.

"Teachers (or supervisors in the case of extended essays) are also required to sign the coversheet for work that is being submitted to an examiner for assessment or for the purpose of moderation in the case of internal assessment. The teacher signs to the effect that, to the best of his or her knowledge, the work is the authentic work of the candidate.

### **14. Notification and conduct of an investigation. Procedures for dealing with policy breaches**

#### **Student academic misconduct - Investigation flowchart**



(Ref: )

## 15. Notification and conduct of an investigation.

- The IB will contact the IB programme coordinator and/or the head of school to request an investigation into the alleged maladministration incident and provide as many details as possible. However, the origin of the allegation will not be divulged in accordance with the IB's policies on complaints and whistle-blowing.
- If the IB considers that a conflict of interest may arise, for example, when the head of school is alleged to be involved in the maladministration incident, the IB reserves the right to delegate the investigation to an independent person. The head of school will be informed of this decision and the full cooperation of all parties is expected to ensure that the person appointed to the investigation receives the required support.
- The person responsible for the investigation must submit a full report to the IB, using the form **School staff statement (suspected maladministration)** within ten working days of receipt of the notification.
- Any individual being investigated must be immediately informed in writing of the allegation and possible outcomes. The person responsible for the investigation (head of school, IB programme coordinator or party designated by the IB) is responsible for communicating the investigation to all parties involved in a timely manner.
- Individuals under investigation must be provided with the opportunity to respond in writing to the allegation using the templates provided by the IB (see [Appendix 4](#)), and an interview should also be conducted. To ensure the process is carried out correctly, it is recommended that any interview is conducted with witnesses being present. This usually means one witness for the school and one witness for the individual being investigated.

## 16. Good practice—recommendations for students

- Make sure that information you have used is acknowledged in the body of the text and is fully listed in the bibliography using the referencing style agreed with your teacher.
- Cite your sources so that readers can find them; if you cannot state the origin of the source it is probably better not to use it.
- Acknowledging the work of others: Proper citation is a key element to academic scholarship and intellectual exchange.
- Make clear which words, ideas, images and works are not your own (including maps, charts, musical compositions, movies, computer source codes and any other material).
- Give credit for copied, adapted, and paraphrased material.
- When using text, make clear where the borrowed material starts and finishes.
- All sources cited in the text must also be listed in the bibliography (or reference list/ list of works cited) and all sources listed in the bibliography (or reference list/list of works cited) must be cited in the text.

## 17. Declaration of Agreement on Academic Integrity - Honesty

1. I have read the Academic Integrity (Honesty) Policy documentation and fully understand what academic honesty is.
2. I have read the Academic Integrity Honesty Policy and fully understand the contractual and ethical guidelines as set out in this policy document.
3. I acknowledge the positive manner in which the Academic Honesty Policy is intended to support and enhance my learning at this School.
4. I will not copy others' work, in whole or in part, and claim it as my own. I understand that this is academic malpractice.
5. I will not share my assignments with other students for them to gain an unfair advantage over others.
6. I will not discuss test questions and answers with students who have not yet taken the test in to gain an unfair advantage. I understand that this is considered collusion and is also academic misconduct.
7. During a test, I will not copy answers. I will not use outside information on tests, such as notes or textbook, without the express permission of the teacher. I understand that this is academic malpractice.
8. I will not plagiarise. I know that plagiarism is using words or ideas of authors in my work without giving those authors credit. I understand that this is academic malpractice.
9. I understand that copying an author's words and making minor alterations is also plagiarism.
10. I know that paraphrased text must include citations and sections of text copied the verbatim must be referenced clearly and accurately. I understand that making minor alternations to others' work is also academic malpractice.
11. I understand that if I am found to have engaged in academic dishonesty, I will face the consequences as outlined in this Policy.
12. I will endeavor to uphold all the ethical and honorable aspects of the Academic Integrity (Honesty) Policy to play a successful part in our internationally-minded school community.

I have read the Academic Integrity (Honesty) Agreement and I agree to abide by the policy items listed above.

**Student Name (print):**

Date: \_

Signature:

I have read and will support all aspects of the Academic Honesty Policy of SIA

**Parent Name (print):**

Date: \_

Signature: \_

**Programme Coordinator (print)**

Date: \_

Signature: \_



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Programme Standards and Practices 2020

Rhodes School Academic Honesty Policy 2019

IBO resources:

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2. <https://www.ibo.org/digital-toolkit/brochures-flyers-and-posters/>
3. <https://www.ibo.org/contentassets/76d2b6d4731f44ff800d0d06d371a892/academic-integrity-policy-english.pdf>
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11. last update 30<sup>th</sup> of January 2024