



GKV Cemil Alevli College Academic Honesty Policy

Background and Philosophy

At GKV Cemil Alevli College, we strive to teach our students the value and satisfaction of earning their marks through personal effort, independent critical thought, and self-reflection. The learning process is not simply a means to an end; it is a worthy pursuit in its own right. Therefore, we put the value of honesty and integrity over the knowledge of content, and most especially, over the grade awards. This is particularly important within the cultural context of the Turkish education system, where access to higher education is limited and highly competitive, and therefore the learning process is extremely goal-oriented.

Academic Malpractice

As GKV Cemil Alevli College was opened specifically with the intent of becoming an IB World School, its mission and its academic goals are fully in line with those of the IBO. Therefore, the academic honesty policy of CAC reflects the guidelines and practices of the IBO.

The IBO uses the term “malpractice” to describe any “behaviour that results in, or may result in, the candidate or any other candidate gaining an unfair advantage in one or more assessment component.” Malpractice includes plagiarism of another person’s work, collusion by assisting another candidate, duplication of work for different assessment components, or misconduct during an examination (Academic Honesty, 2007).

The definitions, roles, responsibilities and expectations regarding academic malpractice are clearly stated in the IBO’s 2007 Academic Honesty booklet. This document is the primary source of guidance in this area and a part of the school’s written academic honesty policy.

Proper Use of Intellectual Property

The generally agreed-upon definition of intellectual property is creations of the mind. This includes works that are written, invented, composed, designed or created. Whether or not these works are protected by copyright, Cemil Alevli students must be taught to respect the intellectual property of others, and that any use of them must be done so with proper acknowledgment to the owner and presented within a recognized and approved format.

Academic integrity is a serious issue not just for legal reasons, but because it is at the foundation of a solid education based on personal virtue and ethical principles. One of the characteristics of an IB learner is that s/he is principled, acting “with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities” (IB Learner Profile Booklet, 2008). To this end GKV Cemil Alevli College is committed to putting academic integrity the center of our students’ learning and creative practices.

GKV Cemil Alevli College IB Honor Code

The IB Honor Code is a handout that is given at the beginning of each year of the DP Program for students and their parents to sign, in order that they are aware of the expectations of the IBO and GKV Cemil Alevli College with regard to academic honesty. The document is worded as follows:

Honor Code

The IB Honor Code begins with the belief that every student has the obligation to pursue an education free from any form of academic dishonesty. With regard to school policy, students are taught the value and satisfaction of their marks through personal effort, independent critical thought, and self reflection.

The IB programme offers a quality education that not only ensures knowledge, but also cultivates the virtues of honor, courtesy, and perseverance. Of these virtues, honour is of great importance. The programme is challenging, and while working in groups or with partners in collaboration is both accepted and encouraged at all times, collaboration shall be authorized by the teacher(s) and final work must be done independently by each student who will write papers in his/her own words. In the case that a student in the IB Diploma Programme has been found in violation, the student may be dismissed from the IB DP. Violations include, but are not limited to: copying homework, cheating on a test, sharing answers, or plagiarizing. IB students must adhere to their school’s IB Honor Code.

To ensure that GKV Cemil Alevli College students (pre-IB or IB Diploma Programme) are aware of and agree to such values, the GKV IB Honor Code has been created with the following requirements:

- It is a must that all IB students should be creators, not imitators.

- It is forbidden to look on someone's paper during a test or quiz, or plagiarize another's works or ideas (data downloading from the internet) on any assessment, report, research paper, or extended essay.
- Signals to help someone on a test or quiz must be avoided.
- Unauthorized use of technological devices to complete, disseminate, or reveal information or answers to self or others is not accepted.
- All pre-IB Diploma and IB Diploma students will regard cheating as a very serious matter. An IB Pedegogical Leadership team plus two faculty members (subject teachers) will convene to decide upon disciplinary action when an infraction of the Honor Code occurs. In addition to receiving disciplinary action, an IB student will miss learning opportunities in the programme.
- All IB students are expected to develop the profile of being principled and honest-acting with integrity, as academic honesty is inherently promoted throughout students' scholastic year. The lack of academic integrity undermines the philosophy of any educational programme.
- IB students should practice academic honesty in all parts of their work.
 - a- Attending any CAS experience without informing CAS advisors (submitting proposal form with events, hours, or other data is essential) or misrepresenting the submission of information regarding the CAS component of the programme is prohibited.
 - b- Students must properly acknowledge and cite the work of others, including material taken from other sources and/or sources used within their formative and summative assessment.
 - c- Any form of malpractice may result in not being accepted for a grade in the subject concerned.

As a student of the pre-IB or Diploma Programme at GKV Cemil Alevli College I understand that the IB course of study is rigorous and I am expected to maintain the highest standard of academic integrity. I shall be honor bound to take actions to prevent any and all violations of this Honor Code that I am aware of. On my honor, I promise that I will neither give nor receive help on any assignment or examination, nor will I pass on information to others.

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

The IB Organization defines malpractice (cheating) as behavior that results in, or may result in, the candidate or any other candidate gaining an unfair advantage in one or more assessment components. Malpractice includes:

Plagiarism: the representation of the ideas or work of another person as the candidate's own.

Collusion: supporting malpractice by another candidate, as in allowing one's work to be copied or submitted for assessment by another.

Duplication of work: the presentation of the same work for different assessment components and/or IB diploma requirements.

Misconduct: Any other behavior that gains an unfair advantage for a candidate or that affects the results of another candidate (for example, taking unauthorized material into an examination room, misconduct during an examination, falsifying a CAS record, disclosure of information to and receipt of information from candidates about the content of an examination paper within 24 hours after a written examination.

Some ideas for this handout are taken from IB publications, including the Academic Honesty Booklet, the Academic Honesty Flyer, and the Ethical Practice Poster.

Avoiding Collusion

Working in groups or with partners is common and encouraged, but there are some guidelines as stated in the IB Honor Code, which include:

1. Collaboration shall be authorized by the teacher(s).
2. Final work (written texts, analyses, presentations) must be done independently.
3. Each student will write papers in his/her own words.

Training

It is the responsibility of the IB Coordinator and the school's administration to ensure that teachers are trained on how to effectively teach students to understand and practice academic integrity; it is even more important that the teachers and administrators are themselves good examples. The school's IB librarian is an excellent focal point for training and enforcement of good academic practices when using references for teaching and research.

The types of training that are provided include:

1. Teacher workshops, led by IB Coordinator and Librarian
2. At the parent orientation, of which one component will address issues of academic honesty
3. Sections on academic honesty in student, teacher and parent handbooks
4. Student workshops on academic honesty and malpractice
5. Ongoing student training regarding proper use of citations, quotations, paraphrasing, bibliographies, and what constitutes plagiarism

Levels of Malpractice and Disciplinary Measures

At Cemil Alevli College, academic malpractice will not be tolerated. The policy on any kind of malpractice is dealt with according to Turkish Ministry of Education discipline policy. As an IB school, however, Cemil Alevli College retains the privilege of withdrawing students from IB Candidacy if IB academic honesty has been violated and sufficient correction has not taken place. The basic system is as follows:

The academic malpractice shall be reported first to the IB Coordinator and/or department head. The student will be counseled to determine if he/she knowingly committed malpractice or simply needs to be consulted. Minor misconduct such as a poorly paraphrased summary or improperly cited reference is an example of a case that may be in need of student counseling rather than disciplinary action.

Academic malpractice, which is regarded as having been knowingly and willfully committed, is subject to disciplinary action. The general procedure is as follows:

1. For malpractice such as plagiarism, collusion, or duplication of work, the first offence will result in a reduction of the student's mark. The magnitude of the reduction shall be commensurate with the magnitude of the malpractice. This will be followed by a consultation and counseling of the student by the supervising teacher, the IB Coordinator, and the guidance counselor.
2. For malpractice during an internally assessed exam or project, or blatant plagiarism of a work, the matter will go before the school's discipline committee, where it will be reviewed and entered into the student's academic record. If it is the first offense, the student shall be counseled and given one chance to correct the behavior.
3. For a second offense, or for malpractice during an externally assessed exam or presentation, the student shall be investigated in accordance with the IBO Academic Honesty policy (2007) and Article 20 of the General Regulations: Diploma Programme (2014).
4. Any IB coordinator or teacher engaging in academic malpractice shall be investigated in accordance with the IBO Academic Honesty policy (2007).

Plagiarism Detection

It is the responsibility of the teachers and librarian to ensure that all work that is submitted is authentic. They shall make use of the Turnitin on-line detection system, for which the school has an account, at <http://turnitin.com>. If plagiarism is detected, actions will be taken as described in the previous section above.