**TED USKUDAR COLLEGE ACADEMIC INTEGRITY POLICY**

Table of Contents

1. Purpose of This Document
2. IB Mission Statement
3. TED Üsküdar College Mission Statement
4. Philosophy
5. Relation to Other Policies
6. Academic Integrity
	1. Definitions Within the Scope of Academic Integrity Policy
	2. Aim of TED Üsküdar College Academic Integrity Policy
7. Roles and Responsibilities
	1. Responsibility of the School Principal
	2. Responsibility of the Vice Principal
	3. Responsibility of the Coordinator
	4. Responsibility of the Librarian
	5. Responsibility of the Teacher
	6. Responsibility of the Student
8. Academic Integrity Procedure
9. Use of AI Tools
10. Policy Revision, Development and Sharing Process
11. References

1. **Purpose of This Document**

The aim of TED Üsküdar College Academic Integrity Policy is

* To encourage the development of a school culture that actively supports academic integrity and good academic practices.
* To ensure the students are able to distinguish between academic dishonesty and integrity.
* To avoid any potential misconduct, encourage students to ask their teachers, coordinators, and supervisors for advice and assistance when completing evaluated work.
* To ensure that kids understand the necessity of appreciating fully and honestly all ideas and efforts of others.
* To Inform the students that their work (produced by them) must be is authentic and unique.
* To teach students that plagiarism is a very serious breach.
* To ensure academic integrity procedure is fair, transparent and known by the school community.

# **IB MISSION STATEMENT**

The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who want to create a better and more peaceful world through intercultural understanding and respect.

To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

1. **TED ÜSKÜDAR COLLEGE VISION AND MISSION STATEMENT**

**TED Üsküdar College Vision**

As TED Üsküdar College, our vision is to raise individuals who take confident steps towards the future and to whom we can safely entrust the future.

**TED Üsküdar College Mission Statement**

\* As an institution founded through Atatürk's wishes and counsel, to maintain and uphold an institutional identity that adheres to the tenets of Atatürk and the republic.

\* To raise individuals who possess confidence and self-esteem, show respect for human rights, are aware of social and universal issues and willing to find solutions to them, and advocate peace, wisdom, and progress.

\* To be a school that any student would like to have the privilege to attend and that boasts a spirit and sense of community that endures long after graduation.

1. **Philosophy**

The goal of academic integrity policy is informing and sharing the roles and responsibilities of all stakeholders in order to promote a school culture with academic integrity principles in accordance with IBO. TED Üsküdar College Academic Integrity Policy is shared with the school community including students, parents, teachers and administrators. The school community must know academic integrity principles and the breach of regulations. TED Üsküdar College is guided mainly by one attribute of learner profile, principled which is acting with integrity and honesty with justice and fairness.

1. **Relation to Other Policies**

TED Üsküdar College Academic Integrity Policy should be read in conjunction withthepoliciesbelow to understand the requirements.

Language Policy

Assessment and Evaluation Policy

1. **Academic Integrity Policy**
	1. **Definitions Within the Scope of Academic Integrity Policy**

Any effort to obtain an unfair advantage in connection to academic work, whether through intentional or unintentional activities, is considered **academic misconduct**. The following list includes a few examples of academic misconduct; however, it is not all inclusive:

* **Plagiarism:**  Representing someone else's thoughts or creative output as one's own.
* **Collusion**: Encouraging another candidate's misbehaviour by permitting their work to be replicated or turned in for evaluation by another.
* **Duplication of work**: submitting the same work for more than one diploma component (for instance, turning in the identical assignment for both the internal assessment and the extended essay in any subject).
* **Data fabrication**: The act of creating, manipulating, or fabricating data or information in order strengthen a claim, hypothesis, or perspective.

More forms of academic misconduct are listed below

* Pretending to be a different candidate.
* Using offensive language in a script;
* Taking exam papers while leaving the exam room.
* Sharing or debating the subject matter of an exam paper during the scheduled exam period, or in the 24 hours following the test.
* Making use of an unapproved calculator when taking a test.
* Using a prohibited graphic calculator and/or hiding its use, especially—but not only—during exams.
* Making up data for an assignment.
* Altering exam papers or assignments
* Falsifying IB grades or certificates
* Placing unauthorized items in restroom used in exam time.
* Sharing information or aiding in the transfer of information to another candidate regarding the content of a test is prohibited.
* Bringing unauthorised materials or items such as mobile phones, electronics, personal notes, and extra paper into the exam room is not allowed.
* Misconduct during a test, such as trying to disturb the exam or distract another test-taker.
* Copying someone else's work, **with or without** their consent.
* Not following the directions given by the exam invigilator or any school staff member while conducting the exam.
	1. **Aim of TED Üsküdar College Academic Integrity Policy**
* A school culture that actively encourages academic integrity is promoted.
* Allow students to understand what constitutes academic integrity and dishonesty.
* To prevent any possible form of misconduct, students should ask for guidance from their teachers, supervisors, and coordinators when completing work.
* Students should understand the importance of acknowledging all ideas and work of others.
* Inform students that they're responsible for ensuring that their creations are authentic and original.
* Students should understand that plagiarism is a serious offense.
* Explain to students in detail the consequences if they are found guilty of academic misconduct.
1. **Roles and Responsibilities**
	1. **Responsibility of the School Principal**
* Creates a school culture that academic integrity is known and promoted.
* Encourages all stakeholders of the school community for the Academic Integrity Principles.
* Ensures that the whole school community understands Academic Integrity properly (even the new members of the school)
	1. **Responsibility of the Vice Principal**
* Assesses the policy on academic integrity in guidance of MoNE (Ministry of National Education) regulations.
* Assures parents are informed about the academic integrity policy.
* Takes proper action in cases of academic integrity violations together with coordinator and teachers.
	1. **Responsibility of the Coordinator**
* Acknowledges that a fundamental principle of the IB's educational philosophy is academic honesty.
* Sets an example for the school community in terms of especially academic integrity.
* Has regular meetings with teachers and librarian to ensure that academic integrity policy is applied.
* Ensures that academic integrity policy is published and shared with all the stakeholders of school community.
* Ensures that all IB regulations are taken into account while preparing the policies.
* Reports any cases of academic misconduct to IB and school principal as soon as possible.
* Encourages everyone in the school community to fulfil their responsibilities.
	1. **Responsibility of the Librarians**
* Good academic practices for citing sources are taught and applied by school librarians.
* They can frequently track down the source of questionable passages and utilize their search expertise and resource knowledge to verify sources that are mentioned.
* They might hold seminars to advise pupils on proper citation formats. √ When conducting research, librarians can even assist students in locating reliable sources of information. He/she is an authority on academic integrity and may offer ethical advice in addition to details on the best citation style for each project, especially the IBDP Extended Essay.
* Librarians may help to promote academic honesty as well, especially when it comes to technical abilities like referring and citing.
* Librarians may avoid misconduct at an early stage by providing authentic sources that facilitate student learning and enable students to move swiftly from the point of finding knowledge to using it and developing a deeper understanding.
* High School students collaborate with librarians to emphasize the need of proper reference practices in maintaining academic integrity and to emphasize the necessity of research abilities.
	1. **Responsibilities of The Teacher**

Teachers will implement TED Üsküdar College Academic Integrity Policy, therefore they have to have a good level of understanding.

* Teachers follow the regulations and behave in a way that promotes academic integrity to set an example for their students.
* Teachers see academic integrity as a process in the teaching and learning process.
* Teachers provide feedback on students’ work related to academic integrity standards.
* Teachers assess the opinions and actions of students concerning academic integrity,
* Teachers search the causes of students’ academic misconduct and take necessary action steps.
* Teachers work together with the librarian and the IT department to ensure the reliable sources are used for information.
* Teachers establish a safe space where students can develop their academic integrity skills.
* Teachers notify the right department if they witness any academic misconduct by

students.

* 1. **Responsibilities of the Student**
* Shows comprehension of IB policies. understands the consequences that will occur from breaching the Academic Integrity Policy.
* Completes their work successfully while adhering to the academic integrity policy and subject criteria, does not get their homework from friends, tutors, online homework services, etc. Does not share any work with friends and have it completed on their own.
* Fairly weighs their own and other team members' contributions when working together. makes an effort to guarantee that every piece of work is unique and thoughtful.
* Completes all assignments and tests properly. Does not act in a way during study sessions or tests that disturbs the classroom.
* Cite all verbal and written works' sources.
* Prevents any and all instances of academic dishonesty, including plagiarism, cheating, and allowing oneself to be cheated.
* Use social media sites and the Internet in a responsible and secure manner.
* Follows the MLA style citation guidelines when citing the sources used for their studies. He or she avoids plagiarism and doesn't claim originality for other people's ideas.
* Reports any instances of academic misconduct to the coordinator and teachers.
1. **Academic Integrity Procedure**

Academic integrity has a high priority for TED Üsküdar College. Academic misconduct is considered a big violation of the principles that TED Üsküdar College aims to teach and promote. The intentional misbehaviour of an academic integrity cannot be tolerated. Students need to comprehend the IB's approach on academic integrity. Students are highly encouraged to read both this Academic Integrity Policy and the complete IB Academic Integrity Policy. The school community members have to behave with integrity, fairness, and with a strong sense of justice and dignity for each individual, as well as for groups and communities. They have to accept responsibility for their own actions and the results that follow these actions.

In case of academic dishonesty, it is the teacher’s responsibility to detect it in any assignments. Below is the academic integrity contract students sign with a date when they start the high school at TED Üsküdar College.

In the name of (student name), I thus certify by signing this paper, that I have not received or been granted any unfair benefit for the work I submit. I am aware of the standards for academic integrity and have studied the TED Üsküdar College Academic Policy.

**First Instance(offense):** The teacher speaks about the consequences to address the penalties and the assignment is done again by the student prior to the deadline. Parents will be informed and the academic misconduct is recorded by the teacher.

**Second Instance (offense):** The assignment or the work is not accepted so the student is given zero for the assessment. The parents are notified by the related teacher, programme coordinator and the vice principal.

**Third Instance (offense):** The student gets no grade for the assessment; the Head of School will be informed for academic misconduct and the student receives disciplinary consequences.

1. **Use of AI tools**

IB recognizes AI tools in education and does not ban their use. Instead, how to use these tools ethically and effectively is taught at TED Üsküdar College. The content generated by AI is not student’s own work, students must ensure the work they submit is their own work with proper referencing. Any content produced by AI must be clearly referenced and included in the bibliography. The in-text citation should include quotation marks and follow MLA 9 referencing style. It should also include the date the AI produced the content. Students should also discuss their work with their teachers to avoid any academic misconducts. Teachers monitor the progress of the students over time to understand the authenticity of the work. Monitoring the progress of the student is also done to check the plagiarism. The tool used to check the plagiarism is paperpal. Teachers should share the ethical implications of using AI tools with students. By following these guidelines, IB students are allowed to integrate AI tools into their work while maintaining academic integrity.

1. **Policy Development, Revision and Sharing Process**

|  |  |
| --- | --- |
| **Name Surname**  | **Duty**  |
| **Nevzat KULABEROĞLU** | **Head of School- Principal of TED Üsküdar College High School**  |
| **Fatin Bayraktar**  | **IB DP Coordinator**  |
| **Nermin Nemlioğlu**  | **Head of Turkish Language and Literature- Social Sciences Department**  |
| **Hatice Durukan**  | **Librarian**  |

TED Üsküdar College Academic Integrity Policy is shared with the school community through meetings with students and parents separately, handbooks and school website. The Academic Integrity Policy is revised yearly by the committee above in order to update considering the changing needs. In the writing process of this policy all the policies published by IB are read by the committee. The purpose of writing this policy is to have a positive school culture by promoting academic integrity and to be an applicable policy by the whole school community.

1. **References**

“Academic integrity”. Cardiff: International Baccalaureate Organization, 2019.

“Ten tips for acting with integrity”. Cardiff: International Baccalaureate Organization, 2022.

*Diploma Programme: From principles into practice*”. Geneva: International Baccalaureate Organization, 2015.

*Effective citing and referencing, International Baccalaurate, 2022*

*Key points to explain the use of AI tools,* International Baccalaureate Organization, 2023.

MLA Works Cited Page: General Format. Web. 20.01.2023. <https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_general_format.html>

*MLA Style Guidelines- 9th Edition*, Brainfuse, 2021