

## ZIS Middle Years Programme – Academic Honesty, Malpractice and Plagiarism Policy

Zhuhai International School (ZIS) supports and promotes the principles of properly conducted academic research and the respect for integrity in all forms of assessment. As an International Baccalaureate school, the College acknowledges the International Baccalaureate Organisation's advocacy of ethical behaviour as an essential part of the IB Diploma Program in conducting academic research and submission of authentic work. We value the concept of intellectual property and the need to hold students accountable for the ethical use of the ideas and words of others.

Moreover, any class work, assessments or examinable work submitted that is proved to involve plagiarism or malpractice will have both an impact on a student's grades and see the offending student enter the ZIS Student Code of Conduct at a stage decided upon by a Review Panel.

The presentation of authentic work is essential to good scholarship and practice. This policy explains the School's expectations for honest academic practice on the part of students.

### Academic Honesty

An authentic piece of work is based on the candidate's individual and original ideas with the ideas and work of others fully acknowledged. Therefore, all assignments, whether written or oral, completed by a candidate for assessment must wholly and authentically use that candidate's own language and expression. Where sources are used or referred to, whether in the form of direct quotation or paraphrase, such sources must be fully and appropriately acknowledged.

Candidates must acknowledge:

- All ideas and work of other persons.
- Rendition of another person's words presented in a new style and integrated grammatically into the writing.
- CD ROMs
- Electronic media such as web sites, blogs and email messages
- Sources of all photographs, maps, illustrations, computer programs, data, graphs, audio visual resources
- Verbatim (word for word) quotes.
- Works of art including music, film, dance, theatre arts, and visual arts.

### Malpractice

Candidates are required to act in a responsible and ethical manner throughout their participation in the Diploma Program and examinations. In particular candidates must avoid any form of malpractice. *The IBO defines malpractice as 'behaviour that results in, or may result in, the candidate or any other candidate gaining an unfair advantage in one or more assessment components.'* Malpractice most commonly involves collusion or plagiarism.

## **Examples of malpractice include but are not confined to:**

**Intentional plagiarism:** Representing the ideas or work of another person as one's own.

**Unintentional plagiarism:** Careless paraphrasing and citing of source material such that improper or misleading credit is given.

**Collusion:** Supporting malpractice by another student – allowing work to be copied, or submitted for assessment by someone else.

**Duplication of work:** Presenting the same work for different assessment components in the MYP.

**Other Misconduct:** Any other behaviour that gains an unfair advantage, for example in an exam, falsifying a Community & Service record.

Further elaboration is provided regarding collaboration and collusion to provide clarity:

### **Collaboration**

Collaboration includes working in groups to achieve a shared goal and is a common form of assessment in which all members of the group are expected to participate equally. Group work may be face to face, in discussion boards, blogs and wikis for example. The protocols of acknowledging sources still apply.

*Permissible collaboration includes the following:*

- Discussion with other students regarding issues raised by the assessment item.
- Discussion with other students regarding means by which to address the issues raised by the assessment item.
- Collaborate in the location of, and sharing, sources of information relevant to the item of assessment.

### **Impermissible collaboration includes the following:**

- Collaborate with other students or persons in the writing of all or part of the student's submissions for the assessment item.
- Collaborate with other students or persons in the writing of all or part of any other student's submissions for the assessment item.
- Provide a copy of his or her work in respect of that item of assessment to another student.

### **Collusion**

- Is a form of plagiarism that can occur as a result of inappropriate collaboration during group work
- Occurs when two or more people work secretly for the purpose of deliberately misleading others.
- It involves working with someone with the deliberate intention to mislead. This could involve working with someone else to produce work which is presented as your own when, in fact, it was the result of secretly working with someone else.
- Can be avoided by taking own personal notes of what is happening during group work sessions.
- It is collusion if a student allows another to copy an assignment even if that student changes the words to make it look like his own before submission.

Students suspected of plagiarism or malpractice must attend a review panel.

*(Wording for this policy adapted from the Queensland Academy of Creative Industries DP Handbook 2011)*

## Review Panel

A student who:

- misses an Assessment deadline without appropriate medical documentation
- is suspected of malpractice or plagiarism

will, in the first instance, attend a meeting with the MYP Coordinator and Subject Teacher. A file note will be made from this meeting.

A Review Panel is convened if a student repeats such conduct.

The Review Panel may comprise:

- MYP Coordinator
- Secondary Principal
- Subject teacher

The student may bring a parent or other person, such as a friend or Homeroom teacher, in a support role.

The Review Panel reports to the Head of School and Secondary Principal.

*NOTE. The onus is on the student to provide evidence that the work submitted is the student's own and was completed in accordance with ZIS's and the IBO's requirements.*

### **A note on referencing**

The Harvard referencing system will be the standard reference system in the Diploma Programme