

UAIS Academic Honesty Policy

In an effort to both support a culture of academic honesty and develop principled students, UAIS adopts the IBO policy for Academic Honesty and Academic Malpractice for all UAIS students. All students, staff, administration and parents are expected to support these policies. Staff members will address incidences of academic malpractice with the student and possibly UAIS coordinators and administration. The IBO defines Academic Honesty “as a set of values and skills that promote personal integrity and good practice in teaching, learning, and assessment” (“Academic honesty” 2011. IBO. 2). The International Baccalaureate Organization defines academic 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 includes:

1. **Plagiarism:** this is defined as the representation of the ideas or work of another person as the candidate's own
2. **Collusion:** this is defined as supporting malpractice by another candidate, as in allowing one's work to be copied or submitted for assessment by another
3. **Duplication of work:** this is defined as the presentation of the same work for different assessment components and/or diploma requirements
4. **Any other behaviour 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)" ("Academic honesty" 2011. IBO. 3).

Staff Responsibilities

UAIS staff must be trained on academic honesty and academic malpractice, including new staff members.

UAIS staff will communicate to students the issues of academic honesty and academic malpractice that are relevant to one's subject area.

UAIS staff will instruct students regarding academic honesty and the consequences of academic malpractice.

UAIS staff may require the use of plagiarism prevention software such as TurnItIn.com.

UAIS staff will report incidents of academic malpractice to the program director, the program coordinator, and the parent.

IB Program Coordinator will train IBO Diploma Candidates on the procedure for investigating academic malpractice on a submitted IB assessment.

Student Responsibilities

UAIS students will practice academic honesty and ensure that submitted work is authentic.

UAIS students must learn and apply correct methods of source citation. Ignorance shall not excuse students' responsibility of taught methods of proper source citation.

UAIS students will inform a staff member when they are aware that another UAIS student(s) exhibiting malpractice.

UAIS students will promote academic honesty with other students.

UAIS students will work collaboratively only in appropriate circumstances and are responsible for clarifying with their teachers appropriate types of collaboration before working with other students.

Consequences of Malpractice

Consequences of Academic Malpractice will be determined, in part, by past violations of the Academic Honesty policy.

Infraction Consequences:

The teacher will communicate with the student's parents/guardians. The student will be made aware of the possible consequences of further malpractice.

The incident will be reported to the program director and the program coordinator.

The incident will be reported to the faculty advisor(s) for any organization that emphasizes character, leadership, and/or scholarship.

Additional Possible Consequences:

The student may face suspension.

The student may lose credit for the assessment/assignment.

The student may be required to resubmit the assessment/assignment.

The teacher may require the student have a meeting to discuss the malpractice.

The teacher may choose to rescind any letter of recommendation on the student's behalf.

An IBO Full Diploma Candidate may lose their IB Full Diploma eligibility.