



Nord Anglia International School Dubai Academic Honesty Policy To Support the Delivery of the IB Diploma Programme

Date	Review Date	Lead Policy Writer	Leader Responsible
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1.0 Introduction

1.1 Overview and Rationale of the Academic Honesty Policy

1.2 The IB mission Statement

‘The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help 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.’

1.3 The Philosophy of Academic Honesty at NAS Dubai

At NAS Dubai, we are guided by the philosophy of the IBO and place great value on the ethical qualities of personal integrity and academic honesty. The NAE philosophy of ‘Be Ambitious’ has academic honesty embedded into its framework and this is integral to the culture of NAS Dubai and our stakeholders ranging from administrators, educators, students, parents/guardians, support staff and the wider-school community.

We strive to ensure a strong pursuit of knowledge whilst embedding values of respect and caring for each other and a sense of belonging and social responsibility to our whole-school community. Personal integrity will influence and finally determine many of our actions and belief in pursuit of these aims. The Academic Honesty Policy has been established for all stakeholders at NAS Dubai. This policy exists to promote, uphold and reinforce values that are central to the tradition of acquiring knowledge and experiencing personal growth here at NAS Dubai.



2.0 Aims & Objectives

2.1 The Aims of NAS Dubai's Academic Honesty Policy

- 1 – To promote a school culture that sets high standards and encourages all aspects of academic honesty in a positive and supportive manner from all stakeholders including students, parents, staff and the wider-school community
- 2 – To develop and sustain a high level of responsible learning and reinforce self-respect and respect for peers
- 3 – To enable students to clearly understand and articulate what constitutes academic honesty and dishonesty
- 4 – To ensure that students understand the importance of acknowledging all ideas and work of others
- 5 – To explain to students why it is important for them to understand the ethical obligations of academic honesty
- 6 – To explain to students precisely the procedure and the penalties imposed should they be found guilty of academic misconduct.

2.2 The IB Learner Profile

The IB believes the Learner Profile provides a long-term vision of education with a set of ideals that can inspire, motivate and focus the work of schools and teachers, uniting them in a common purpose. The Learner Profile is embedded into NAS Dubai's Values, Mission Statement and acts as the foundation to this policy. As a Candidate School, NAS Dubai's policies promoting Academic Honesty closely follow the IB publication – *'Academic Honesty in the IB Educational Context'*.

NAS Dubai views the IBDP as a vehicle for change and are guided in our expectations and practices by a number of the Learner Profile attributes in particular which we feel articulate what NAS Dubai's students' should exhibit with regards to producing authentic work. These include students being Inquirers, Knowledgeable, Principled and Reflective.

3.0 What is Academic Honesty?

3.1 The IB Philosophy

As advocated by the IBO, academic honesty must be seen as a set of values and skills that promote personal integrity and good practice in teaching, learning and assessment.

Academic honesty must be treated (as much as possible) in a positive and respectful way. The benefits of following such a code of conduct for academic research should be respected for all forms of assessment by the school and its stakeholders to prepare our learners for the next stage of their lives.



When a student enrolls in Yr. 12 at NAS Dubai, it is the school's responsibility to ensure that the student and his/her legal guardian(s) receive a copy of the General Regulations: Diploma Programme and understand its content.

Each IBDP candidate and IB Diploma Course candidate will receive detailed information and guidance regarding malpractice and its consequences. Students and their parents/guardians can also access this document here:

http://ibo.org/become/guidance/documents/DPGeneralregulations_e_FINALFILE.pdf

3.2 Practical Examples of Academic Honesty at NAS Dubai

A - The production of 'authentic' pieces of work

B - The full acknowledgement of the original authorship and ownership of creative material

C - The protection of all forms of intellectual property – which include forms of intellectual and creative expression, as well as patents, registered designs, trademarks, moral rights and copyright

D - Proper conduct in relation to the conduct of examinations as outlined by the IB 'Conduct in Exams' publication (which all students will be given a copy upon enrolment).

3.3 Academic Dishonesty

In terms of addressing and acknowledging Academic Dishonesty, the IB state that this is any behaviour that results in, or may result in, a student gaining an unfair advantage in assessment.

Academic honesty involves:

1 - Plagiarism

2 - Collusion

3 - Duplication of work

4 - All forms of malpractice

3.4 What is Misconduct? (formerly termed 'Malpractice')

Misconduct is behaviour that results in, or may result in the candidate or any other candidate gaining an unfair advantage in one or more assessment component.

Misconduct may include one or more of the following practices:

3.4.1 - Plagiarism

Plagiarism is defined as using another person's words, pictures, charts, or ideas without properly giving that person credit. What someone publishes in a book or a website is their intellectual property, and using it improperly is theft. At NAS Dubai, students are encouraged to utilise other peoples' work to support and enhance their own work via structured and targeted research skills classes/tutorials delivered by the Librarian staff and IB Faculty members.

There are three types of plagiarism:

1. Direct copying of significant amounts of material without proper citation. This includes cutting and pasting from websites and copying directly from a book.



2. Use of large segments (sentences or phrases) of un-cited, copied wording mixed in with your own words.
3. Over-dependence on sources' phrasing in a way not allowed by the assignment, such as rewriting a paragraph in basically your own words but clearly only using the ideas and structure of the source you are reading.

3.4.2 Paraphrasing

Paraphrasing is writing a piece of text out in your own words. You are allowed to do this, but you must acknowledge the source you have used.

3.4.3 - Collusion

Collusion is defined as supporting the academically dishonest behaviour of another student. This could include allowing one's homework or an assignment to be copied or submitted for assessment by another student or sharing answers to a test. This includes work completed in previous years, for example, the sharing of work between siblings in different year levels. It is important to note that collaboration is different from collusion. Ideal collaboration occurs where a group task is divided and equal contributions are made. You will, at times, be asked to collaborate with other students; a science lab where your group comes up with shared data would be a good example. In this case, however, these shared data should lead to the production of an individual and unique piece of work.

3.4.4 - Duplication of Work

Duplication of work is the presentation of the same work for different parts of the Diploma (an example would involve submitting the same piece of work for a Geography Extended Essay and the Geography Internal Assessment).

3.5.5 – Other Forms of Academic Dishonesty

- Copying: taking the work of another student, with or without his or her knowledge and/or permission, and submitting it as your own work.
- Publishing: taking the work and materials, photographs, voice or video recordings of a teacher and/or another student with or without his or her knowledge or permission and using this in a public domain without appropriate acknowledgement.
- Exam cheating: communicating with another candidate in an exam, bringing unauthorized material into an exam room, and/or consulting with such material during an exam in order to gain an unfair advantage in answering the exam questions.
- Disruption: causing a disturbance by talking, moving about, or otherwise distracting or interfering with the work that other students are producing and/or interfering with the teacher's conduct of a lesson or supervision of an examination.



4.0 Responsibility and Accountability for the Policy

4.1 Students

You are responsible for complying with all aspects of this policy that includes:

- ensuring that all work submitted for assessment is authentically yours
- correctly acknowledging all the work and ideas of others
- reviewing your own work before submission for assessment
- keeping all records (hard and soft copies) of the learning/assessment journey that evidences the original production of the assessment in question
- seeking the help of teachers, supervisors, academic mentors and DP Coordinator
- complying with all internal school deadlines as stipulated by the IBDP school calendar
- submitting your work using 'Turnitin.com' (to help minimise the possibility of plagiarism)
- signing the IBDP cover sheet (where pertinent) and NAS Dubai's 'Candidate's Declaration of Authenticity' in full knowledge that the work you have submitted is the final copy and is liable to be used as evidence in any penalisation of academic dishonesty against you by the IBO
- providing evidence (if need be) to help verify that any suspected plagiarised work is indeed your own work
- remembering that when in doubt – to cite it!

4.2 Teachers

You are responsible for:

- explaining the Academic Honesty Policy to all NAS Dubai students that you are directly responsible for
- being vigilant for obvious changes in a candidate's work pattern and quality of work submitted
- sharing good practice and exemplar material in a collaborative and responsible manner
- reading and checking all candidates' work for authenticity following clearly stated timelines before submission
- complying with the chosen school method of citations OR the method most recommended in that subject area
- using 'Turnitin.com' to check major assignments including final versions of Internal Assessments (where pertinent) Extended Essay and the TOK essay
- completing all pertinent cover sheets in accordance with your IBDP groupings (or not if plagiarism is suspected)
- complying with all aspects of the NAS Dubai Academic Honesty Policy so that all in-house issues have been dealt with in a cohesive, consistent and timely manner for any re-submitted work to be dispatched on time for pending IB deadlines (see 5.3 on p.9 regarding procedures for the re-submission of work)



4.3 Parents

You are responsible for:

- speaking to your children about the ethical need to be honest and why it is important to be so in terms of academic progress and personal growth here at NAS Dubai
- taking an active role in your child's development and in particular monitoring your child's academic and pastoral development through using 'ManageBac', parent-teacher interviews, the student communication diary/passport and school email/iSams systems to ensure the tripartite system of teachers-students-parents is as successful as possible.

4.4 A Combined Approach to Minimising Plagiarism

Students, parents and the school can work together to ensure that work is honestly, accurately and clearly acknowledged by ensuring:

- 1 - CD Rom, email messages, web sites on the Internet and any other electronic media are treated in the same way as books and journals
- 2 - acknowledgement of all sources of photographs, maps, illustrations, computer programmes, data, graphs, audio-visual and similar material is carried out
- 3 - quotation marks and references must be provided for passages that are quoted verbatim (word for word)
- 4 - all works of art, film, dance, music, theatre arts or visual arts must have their source/origin acknowledged
- 5 - always use 'Turnitin.com' in accordance with NAS Dubai's Academic Honesty Policy
- 6 - material cannot be paraphrased without acknowledging the source.

4.5 The Role of the Librarian

NAS Dubai's Librarian is part of NAS Dubai's Teaching Faculty and will assist with websites containing links to sites that give detailed instructions on citing sources using different styles such as APA, MLA, Chicago and more. The Librarian is a very useful resource for all DP students and teachers and can provide ethical guidance alongside information on the most appropriate citation system to use in each different category of the IBDP.

Through its 'Academic Honesty Policy', NAS Dubai makes it clear what constitutes academic honesty and an authentic piece of work. Students will be clearly informed of this process and how malpractice will be investigated and what the consequences are of having been found guilty of misconduct (see 5.1-5.4, pp.8-9). This will be introduced to students when they enquire to enroll into Yr. 12 at NAS Dubai and then explained again and in further detail at the first 'IB Residential' and throughout the IB programme as stated in this policy.

4.6 The School's University Guidance Counsellor and School Counsellor

The University Guidance Counsellor and School Counsellor are available to discuss any matter in a confidential and supportive manner regarding individual pupil concerns or support.



4.7 The Principal and the Senior Leadership Team (SLT)

The Principal and the Senior Leadership Team (SLT) will:

- ensure all school personnel are aware of and comply with this policy
- work closely with the policy/subject leader
- ensure compliance with the legal requirements of the KHDA
- provide leadership and vision in respect of equality
- provide guidance, support and training to all staff
- monitor the effectiveness of this policy by observing teaching and learning, discussions with teachers on effectiveness of 'Misconduct' strategies and discussions with students, parents and members of the wider-school community
- annually review the success and development of this policy with the relevant stakeholders

4.8 Role of the Policy Leader (IBDP Coordinator)

The Policy Leader will:

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

4.9 Sharing, Raising and Maintaining Awareness of this Policy

NAS Dubai will share, raise and maintain awareness of this policy via:

- links in the School Prospectus
- links in the Staff Handbook
- links in the Student Handbook
- on the official NAS Dubai school website and social media pages
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- written communications with home such as emails and newsletters and reports
- information displays around school

4.10 Summary of Roles and Responsibilities to Support and Uphold the Academic Honesty Policy



Head of School

The Academic Honesty Policy and its implementation within and across departments is monitored and evaluated by the Head of School in conjunction with the IBDP Coordinator and Department Heads. It is the responsibility of the Head of School to ensure Department Heads review, monitor, implement and evaluate all aspects of the policy.

IBDP Coordinator

It is the responsibility of IB Coordinator in conjunction with Department Heads to ensure that all IB assessment procedures follow the stipulated guidelines as set out in the Academic Honesty Policy.

Department Heads

It is the responsibility of Department Heads to apply and embed the principles of the Academic Honesty Policy within their own departments.

Subject Teachers

It is the responsibility of Subject Teachers to implement the Academic Honesty Policy as directed by their Department Head to those students that they have direct responsibility over.

5.0 Suspected Cases of Academic Dishonesty

5.1 Procedures for Investigating Suspected Cases of Academic Dishonesty - Steps to follow

If a teacher or another member of staff suspects that a student may have breached the school's standards of Academic Honesty, they will:

- 1 - inform the relevant Head of Department/Faculty Head
- 2 - inform the Personal Tutor/Academic Mentor
- 3 - inform the DP Coordinator.

Together they will investigate the matter and will then:

- 4 - inform the student of the concerns of the teacher, giving the student the chance to reply to any charges of academic dishonesty
- 5 - report the incident to the Head of School for review in consultation with the student's parents/guardians.

5.2 The Consequences of Academic Dishonesty for NAS Dubai's IB Diploma Students within school

First offence - any student who has been found to be academically dishonest (as set out in this policy document) will receive an official warning and a record will be placed into his or her student file in conjunction with informing and meeting with their parents/guardians.



Second and final offence - any student found to be academically dishonest will receive zero for their assessment and will be withdrawn from the DP course and face possible expulsion from the school.

5.3 The Consequences of Academic Dishonesty for IBDP Students from the IBO

For IB Diploma Programme students there is an extremely strict policy regarding Academic Dishonesty. In the event of Academic Dishonesty being upheld, the internal/external assessment will not be submitted to the IB and failure to earn a grade for any internal/external assessment tasks will result in no IB Diploma being awarded.

For full details of the IBO policies and procedures regarding Academic Dishonesty, please refer to the document '*General regulations: Diploma Programme*'.

If plagiarism is detected after a candidate's work has been accepted or submitted for assessment, candidates must be prepared to present evidence regarding this event at an interview (to be arranged). NAS Dubai may make further decisions, in line with its own disciplinary policy, which may include suspension or expulsion, in addition to the suggested course of action by the IBO. This is at the discretion of the Head of School in consultation with the IB Coordinator.

5.4 Note from IBO regarding Academic Honesty

The IBO will only investigate a case of suspected academic misconduct when there is clear evidence to justify an allegation. In the case of plagiarism, the evidence must be in the form of a source that appears to have been copied by a candidate. In cases of collusion, an investigation will only be pursued if the other candidate's work is available and shows clear similarities. For a full list of all policies and procedures as laid down by the IBO please consult with the IBDP Coordinator.

NAS Dubai's Academic Honesty Agreement

1. I have read the International Baccalaureate's Academic Honesty policy and fully understand what academic honesty is.
2. I have read NAS Dubai's Academic 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 NAS Dubai's Academic Honesty Policy is intended to support and enhance my learning at our 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 plagiarize. 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 word for word 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 be guilty of academic malpractice, I will receive a zero for that assignment and risk being removed from the full Diploma Programme.
12. I understand that if I am found to be guilty of academic malpractice by the IBO on any of my externally marked or moderated work, I will automatically fail the class (for which that work is submitted) and therefore, I will not earn the Full Diploma.
13. I will endeavour to uphold all the ethical and honourable aspects of NAS Dubai's Academic Honesty Policy in order to play a successful part in our internationally-minded school community.

I have read the Academic Agreement and I agree to abide by the policy items stipulated above.

Student Name (Print): _____ Date: _____

Signature: _____

I have read and will support all aspects of the Academic Honesty Policy at NAS Dubai

Parent Name (Print): _____ Date: _____

Signature: _____

IBDP Coordinator (Print): _____ Date: _____

Signature: _____

Head of School (Print): _____ Date: _____

Signature: _____

6.0 Relevant Continuing Professional Development

6.1 Staff Development



Staff will:

- receive training on this policy during the induction period
- receive periodic training so that they are kept up to date with new information
- receive all the necessary IBO publications from the DP Coordinator that they must read to ensure they are aware of the latest developments within the IBO

7.0 Monitoring

7.1 Monitoring the Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the lead person, the Heads of School, the Principal and/or other stakeholders.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Principal for further discussion and endorsement. (See Policy Evaluation)

Linked Policies

▪ Assessment	▪ Teaching and Learning
▪ Differentiation	
▪ Monitoring and Evaluation	▪ Self-Evaluation & School Improvement
▪ Special Educational Needs	▪ Gifted and Talented
▪ Marking and Feedback	▪ Disability Non Discrimination

Principal:		Date:
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Policy Evaluation

Points to be considered	Yes	No	N/A	Evidence
• Policy annually reviewed				
• Policy in line with current legislation and/or KHDA requirements				
• Lead person in place				
• Lead person carries out role effectively				
• School personnel aware of this policy				
• School personnel comply with this policy				
• Students aware of this policy				
• Parents aware of this policy				
• Necessary resources in place				
• Policy referred to the School Handbook				
• Policy available from the school administration				
• Policy available from the school website				
• All stakeholders including students involved in further development of this policy				
• All associated training in place				
• All outlined procedures complied with				
• Links made between this and other policies in place				
• Associated policies in place and up to date				

Lead Reviewer: _____ **Date:** _____

Principal: _____ **Date:** _____



Policy Approval

Policy Title:						Date written:			
Policy written by:					New Policy (✓ or x)	<input type="checkbox"/>	Revised Policy (✓ or x)	<input type="checkbox"/>	
Stakeholders consulted in policy production: (✓ or x)	Principal	Senior Leadership Team	Teachers	TAs	Administrative Personnel	Parents	Students	Other relevant stakeholders	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Date when approved by Principal:			Date when presented to stakeholders:			Date implemented:			
Published on: (✓ or x)	School Website			Staff Handbook			Student Handbook		
	<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>		

Acknowledgments:

Academic Honesty: Guidance for Schools, published by the International Baccalaureate, (2003, 2011), Switzerland

General regulations: Diploma Programme for students and their legal guardians (2011), UK

The IB Learner Profile, The International Baccalaureate Organization (2013)

Thanks also go to the following schools' publications that were also consulted to create this document:

CISHK-Hong Kong, SSIS-Shanghai, YCIS-Shanghai, CIS- Copenhagen and YIS – Japan