

ACADEMIC INTEGRITY POLICY

Aim

This policy has been created to ensure a common understanding of our principles of honesty, trust, fairness, respect and responsibility as demonstrated through academic integrity. We aim to make the role of all stakeholders clear and be transparent in our approach as well as outlining the consequences of academic misconduct.

Rationale

We believe that learners at Nexus International School (Singapore) can create new knowledge with confidence and integrity. Integrity is integral to learning and that all members of the school community have an obligation to acknowledge the work and ideas of others.

The school commits itself to educate its community on:

- What academic integrity is
- How to be academically honest
- How to take responsibility for the representation of their own, and others' ideas.

Key Definition

Academic integrity: Academic integrity is a guiding principle in education and a choice to act in a responsible way whereby others can have trust in us as individuals. It is the foundation for ethical decision-making and behaviour in the production of legitimate, authentic and honest scholarly work. **(IB Academic Integrity, 2019)**

Responsibilities

Leaders will

- Promote academic integrity through the Vision, Mission and Values, and curriculum.
- Ensure the inclusion of academic integrity across the curriculum and age ranges at Nexus.
- Provide professional learning opportunities to support staff understanding and delivery of academic integrity.
- Manage the conditions in which work is produced for external assessment and verify its authenticity.

Staff will

- Know what academic integrity means.
- Model good practice in academic integrity wherever possible.
- Design learning tasks that require thinking skills that are not able to be completed by simply copying or falsifying information.
- Provide clear guidelines for learning tasks that involve expectations relating to academic integrity.
- Promote the benefits of properly conducted research and the practice of respect for the creative efforts of others using bibliographies and acknowledging the citation of sources and images.

- Work with learners to develop a shared understanding of what constitutes a breach of academic integrity, for example, collusion, duplication, falsification, plagiarism and examination misconduct.
- Assist learners in the proper use of the academic resources, academic databases and the Internet as a research tool.

Learners will

- Acquire the skills necessary to conduct inquiry and research.
- Become aware of the rights and responsibilities of receiving and giving credit for creative work.
- Give credit to used sources in all work completed
- Act with integrity and honesty in completing all tasks, examinations and assessments, making sure that the work submitted is their own and take responsibility for their own actions.
- Abstain from receiving or giving non-permitted assistance for external examinations and internal assessments in the completion or editing of work. This includes from friends, relatives, other learners, private tutors, essay writing or copy-editing services, pre-written essay banks or file-sharing websites.
- Tell a teacher if they suspect that there has been any breach in Academic Integrity.
- When requested, submit work plagiarism analysis.

Parents and guardians will

- Support the school in helping learners abstaining from receiving or giving non-permitted assistance for external examinations and internal assessments in the completion or editing of work. This includes from friends, relatives, other learners, private tutors, essay writing or copy-editing services, pre-written essay banks or file-sharing websites.
- Support the school in helping learners to act with integrity and honesty in completing all tasks, examinations and assessments, making sure that the work submitted is their own and taking responsibility for their own actions.

Nexus follows the IB policy for [Academic Integrity](#) for PYP, MYP and DP. We also follow the IGCSE Malpractice and Plagiarism policies for [Edexcel](#) and [Cambridge](#) IGCSE.

Procedure for Academic Misconduct

We recognise that a breach of academic integrity should be seen as a teachable moment and at all levels learners should be given the opportunity to reflect on their actions and grow. We equally acknowledge our responsibility to upholding the regulations and integrity of our awarding bodies.

PYP/MYP

- In the first instance of a breach of academic integrity, the teacher will discuss the event with the learner and review what has been taught and is expected of a Nexus Learner (as appropriate to the progress of the learner through the information literacy scope and sequence).
- If these breaches of academic integrity become frequent and deliberate, a note will be placed on the school MIS to share this behaviour with other teachers and parents/caregivers.
- If further breaches take place parents will be invited to speak with the learner and the teacher about the importance of remaining academically honest
- In all instances work that has been found to have been produced while breaching academic integrity policy will not be awarded a grade but feedback will still be given. At the discretion of the teacher, they may be asked to repeat the task.

IGCSE/IBDP

- Breaches of the academic integrity policy will be recorded in the Daybook by the class teacher.
- In the second instance within a subject, the Learning Area Lead will speak with the learner about the issue and devise a plan of action to avoid this in the future.
- If this is a pattern across subjects the Curriculum Coordinator will speak to the learner about academic integrity requirements and notify parents this discussion has taken place.
- If a breach of academic integrity occurs in the process of completing any task contributing to external assessment (examination or coursework) the school will notify the parent as well as the awarding authority.