



**Botho
campus**

ENKO BOTHO ACADEMIC
HONESTY POLICY

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Academic Honesty Policy

Introduction

Academic honesty is a set of values and skills that promote personal integrity and good practice in teaching, learning and assessment.

Enko Botho is committed to creating and promoting academic honesty. Enko Botho strives to help students navigate the academic waters so that they are able to confidently talk or write about what they are learning, making visible and explicit how they constructed ideas and what view they followed or rejected.

The purpose of this document is to ensure that staff and all students enrolled at Enko Botho must understand the basic meaning and significance of concepts that relate to academic honesty especially intellectual property and authenticity. The document also serves as a way to show and remind everyone within the Enko Botho Community the process and procedures to be followed in the school's quest to achieve academic honesty.

Academic Honesty Definition:

Academic honesty at Enko Botho is defined as:

Acting with integrity in all academic work by not presenting the work of others as your own and ensuring that all school work submitted acknowledges the contributions of others.

Academic Malpractice (Dishonesty)

Academic dishonesty (malpractice) is a behaviour that results in, or may result in, the candidate or any other candidate gaining an unfair advantage in one or more assessment components.

These are various actions on the part of the student that go against the expected norms of a school, university or other learning institution. The actual definitions of academic misconduct are outlined in the institutional policies.

Malpractice includes but is not limited to:

1. Plagiarism: this is defined as the representation of the ideas or work of another person as the candidate's own.

The following are examples of plagiarism:

- Global plagiarism: presenting an entire text by someone else as your own work.
 - Paraphrasing plagiarism: rephrasing someone else's ideas without citation
 - Verbatim plagiarism: Directly copying a passage or text without citation
 - Mosaic plagiarism: Combining texts and ideas from different sources without citation
 - Self-plagiarism: Re-using passages and ideas from your own previously submitted work
 - Incorrect citation: Failing to give all the necessary information in your citation.
2. Collusion: Knowingly allowing any of your academic work to be acquired by another person for presentation as if it were that person's work.
 3. Duplication of work: defined as the presentation of the same work for different assessment components
 4. Any other behaviour that gains an unfair advantage for a student or that affects the results of another student
 5. Taking an exam, producing a project, assignment for another student.

Academic Honesty Education

At Enko Botho we take pride in our students understanding the importance of academic honesty and integrity. We employ multiple ways of reinforcements for our students starting from the Cambridge Checkpoint, IGCSE through to the International Baccalaureate Diploma Program.

Each teacher at these various levels shall insist and follow the academic honesty policy as laid out. The teachers shall:

1. Provide an academic honesty overview
2. Explain what constitutes malpractice at every level/year group in the school
3. Teach required research skills
4. Emphasize and encourage good time management skills.
5. Assist students in using both primary and secondary sources information
6. Teach students the required format for citing sources
7. Use the available software for verifying the originality of student work

Consequences of Academic Dishonesty

Issues related to violation of Academic Dishonesty shall be dealt with timeously, and fairly at Enko Botho, to ensure that no student gains an unfair advantage. Teachers shall check for any form of malpractice for all work submitted by students. Should there be a suspicion of plagiarized, the teachers should immediately report this to the Head of Learning and Teaching.

Each case of academic dishonesty will be investigated at the IBDP level by the Head of Learning and Teaching. Sanctions may include but not limited to no grade being awarded for the subject concerned and/or exclusion from the Diploma program.

Roles and responsibilities

In order to ensure and maintain an environment that fulfils the intention of the IB and also promotes academic honest Enko Botho has asked will ask its community to accept their role in building a culture honesty.

1. IB Diploma coordinator

- i. Educate students, parents and other members of the community on academic honesty.
- ii. Keep and assist in ensuring that all faculties are informed and up to date with regards to academic honesty regulations.
- iii. Provide support and intervention for students who may violate the academic policy.
- iv. Report any violation of the academic honesty policy to the relevant authorities.

2. Teachers

- i. Clearly explain this document and educate students on the specifics of the faculty with regards academic honesty
- ii. Provide regular and timeously feedback to students regarding their work and to ensure one is familiar with the student's original work.

- iii. Structure assignments in a manner and environment that promotes integrity and work originality.
- iv. Utilize [Turnitin.com](https://www.turnitin.com) and other software on written tasks as both a deterrent and originality check for students.
- v. Report to the any violations of academic honesty to the relevant authorities immediately.

3. Students

- i. Submit original work.
- ii. Acknowledge work and ideas obtained from others through use of proper and prescribed reference citations.
- iii. Validate work before submission.
- iv. Manage time and meet deadlines for assessments
- v. Assist classmates in adhering to academic honesty principles during collaboration activities
- vi. If suspicion of academic dishonesty is raised timeously provide evidence and support of originality of work.

4. Parents

- i. Be aware of the academic honesty policy and requirements
- ii. Regularly check on your child's work through discussion and request evidence where suspicion arises.
- iii. Ensure other educational service providers are aware of the academic honesty requirements and are assisting students in achieving them.

5. Librarians

- i. Provide for research and information collection skills.
- ii. Assist teachers in implementing the academic honesty principles.
- iii. Reinforce the academic honesty policy
- iv. Remind students of proper/ prescribed referencing and citation practices
- v. Ensure, maintain and educate teachers and students on the various anti plagiarism software available.

6. Administration

- i. Ensure that all members of the Enko Botho community have a copy of the academic policy and other policy documents
- ii. Remind teachers and students on the importance of academic honesty
- iii. Provide swift and immediate response in the event that academic honesty policy has been violated.
- iv. Ensure that the library, teachers and other educational management systems used for work submission have up to date anti plagiarism software

References

1. IB Handbook of Procedures, 2016
2. Academic Honesty in the IB educational context 2014
3. Shangai American School, Academic Honesty policy
4. Tamagawa Academy, Academic Policy