



Academic Honesty Policy

Review Date: 16 December 2022

Review Date:

16 December 2025

AIAE MISSION STATEMENT

The Academy's Vision is to have graduates who are well prepared and self-motivated to advance and to participate effectively as world citizens with Muslim values.

With this vision in mind, the Academy offers a broad and well-balanced contemporary curriculum with global perspectives within a caring and supporting learning environment.

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 programs of international education and rigorous assessment.

These programs encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

CONTENT

This document contains the Australian International Academy (**the Academy**)'s Policy on promoting and maintaining personal integrity and good practice in teaching, learning and assessment (IBO, Academic Honesty, 2009) (**Policy**).

APPLICATION & SCOPE

This policy applies to all teaching staff, non-teaching staff, Volunteers, Third Party Contractors, and External Education Providers (together, known as "**staff**" for the purposes of this Policy) and applies to all students enrolled at the Academy (**students**) and students' parents/guardians/carers (**parents**).

PURPOSE

At Australian International Academy (AIA), we expect students to live up to their responsibility to behave ethically and honestly as learners. Academic honesty is the cornerstone of academic integrity. It is seen as a set of values and skills that promote and maintain personal integrity and good practice in teaching, learning and assessment (IBO, *Academic Honesty*, 2009)

All Academy students are encouraged to further develop the skills and personal attributes of the IB Learner Profile throughout their primary and secondary school years; and ultimately take responsibility for ensuring that all work submitted is authentic and acknowledging all ideas and work that is not their own.

POLICY

1. EXPECTATIONS

The Academy places a high value on honesty and this extends to work submitted for assessment. The Academy's expectations are set out below. All members of the school community need to be aware that the Academy treats academic dishonesty as a very serious matter.

The IB Learner Profile is embedded in the Academy's daily life and, therefore, is the foundation to this policy. Further guidance comes from the IBO publication: *Academic Honesty, 2009* and the *Academic honesty in the IB educational context, 2014*.

In developing the Policy, the Academy encourages its students to be:

Inquirers:	who acquire the skills necessary to conduct inquiry and research
Knowledgeable:	who explore concepts, ideas and issues
Principled:	who act with integrity and honesty, take responsibility for their own actions
Open-minded:	who are accustomed to seeking and evaluating a range of points of view
Risk takers:	who are brave and articulate in defending their beliefs

Through these attributes and Approaches to Teaching and Learning (ATL) Skills, students will work to establish skills and behaviour, which support good practices in the classroom, at home, and related to all forms of formative and summative assessment.

2. PLAGIARISM

Plagiarism is the act of presenting another's words and ideas as one's own without crediting the source, which includes the Internet. It is a form of cheating and must be taken seriously by the Academy because it disrupts procedures for the fair and just evaluation of the achievements of students.

Plagiarism includes:

- the misuse of published materials;
- the misuse of Internet information;
- and the work of other students.

When the authenticity of a piece of work is in question, the onus is on the student to verify the work at the request of the teacher. If asked, all students should be able to produce evidence of all their sources for a particular piece of work to the satisfaction of the teacher.

Detailed below are guidelines which endeavor to support all Year 2 to Year 12 students to work toward being academically honest and have the highest integrity within their school work.

3. ACTS OF ACADEMIC DISHONESTY

Acts of **academic dishonesty** include, but are not limited to, the following:

- **Collusion:** allowing one's work to be copied or submitted for assessment by another.
- **Cheating:** any giving or receiving of external assistance (either verbally, in writing, or using an electronic device) relating to an examination, or test without expressed direction or permission of the teacher.

- **Duplication:**
the presentation of the same work for different assessment components and requirements
- **Fabrication/Falsification:**
Any falsification or invention of data, citation, or other authority in an academic exercise.

- **Theft or Alteration of Materials or Equipment:**
Any unauthorised taking, concealment, or alteration of student or teacher instructional materials or equipment.

- **Unauthorized Collaboration:**
This includes copying another student's work or allowing work to be copied or completing assignments for others.

4. EXAMPLES OF ACADEMIC MISCONDUCT

Examples of academic misconduct includes, but is not limited to:

- copying material from a textbook, the internet, or another student's work and presenting it as their own.
- disclosing or discussing the content of an examination paper with a person outside the immediate school community within 24 hours after the examination.
- exchanging information or in any way supporting the passing on of information to another candidate about the content of an examination.
- fabrication of data for a table, survey or other such requirements.
- failing to comply with the instructions of the invigilator or other member of the school's staff responsible for the conduct of the examination.
- impersonating another candidate.
- leaving unauthorized material in the bathroom/restroom that may be accessed during an examination.
- misconduct during an examination, including any attempt to disrupt the examination or distract another candidate.
- presenting the same work for different assessment components.
- stealing examination papers and or others materials and or work.
- taking unauthorized material into an examination room (such as a mobile phone, electronic devices, written notes).
- using an unauthorized calculator during an examination, or using a calculator when one is not permitted for the examination.

5. FOSTERING AND PROVIDING A CULTURE ABOUT ACADEMIC HONESTY

Academic honesty must be seen as a set of values and skills that promote personal integrity and good practice in teaching, learning and assessment. It is influenced and shaped by a variety of factors including peer pressure, culture, parental expectations, role-modeling and taught skills.

All students must understand the basic meaning and significance of concepts that relate to academic honesty, especially intellectual property and authenticity.

However, a conceptual understanding alone is not sufficient; they must have the knowledge and practical skills to apply such concepts to their work.

The Academy supports and promotes the principles of properly conducted academic research and the respect for integrity in all forms of assessment.

Thus all members of the school community have a responsibility to ensure that they are familiar with generally accepted standards and requirements of academic honesty.

6. HOW THE ACADEMY HELPS, PROMOTES AND FOSTERS ACADEMIC HONESTY

6.1 CONDUCT ACADEMIC HONESTY WORKSHOPS and SESSIONS for STUDENTS:

Conduct regular in-school whole workshops and sessions in classes and through the School library related to academic honesty and academically honest practices according to the needs and capabilities of the students in respective year levels
practices and procedures

6.2 CONDUCT REFERENCING AND CITING WORKSHOPS AND SESSIONS FOR STUDENTS

Conduct regular in-school whole workshops and sessions in classes and through the School library related to appropriate referencing and citing skills according to the needs and capabilities of the students in respective year levels

6.3 CONDUCT and PROVIDE PROFESSIONAL DEVELOPMENT WORKSHOPS and SESSIONS for STAFF

Conduct regular in-school whole workshops and sessions in classes and through the School library related for staff to develop awareness, understanding, and implement academically honest practices and referencing skills in daily teaching-learning programmes

6.4 CONDUCT ACADEMIC HONESTY INFORMATION SESSIONS for PARENTS and the SCHOOL COMMUNITY

Conduct and provide opportunities for parents and members of the School community to develop awareness, understanding, and provide resources and tools on how they can develop and support an academically honest environment and practices within the School and at home

6.5 COLLABORATE with EXTERNAL LIBRARY and OTHER ORGANISATIONS

Work closely with the School, local, state libraries, and other external organisations to facilitate academic honesty and academic honest practices amongst our students and school community

6.6 PROVIDE MATERIALS and RESOURCES for STAFF, STUDENTS, and SCHOOL COMMUNITY MEMBERS

Arrange, allocate, and provide numerous materials and resources e.g. Turn It Plagiarism software, Managebac LMS, IB Publications, Referencing and citation tools, relevant ICT citation tools, referencing templates, academic honesty policies, etc for students, staff, and the School community to access through the School library, website, and other external sources.

YEARS 7-10 (IB MYP Programme / NESAs RoSA):

Annual orientations and inductions will be conducted through the English, Humanities, and other respective MYP classes for students to become familiar with and utilise Academically Honest practices, and referencing conventions and processes.

Accordingly, academically honest practices, referencing and citations skills will be developed in each year level in each subject across the curriculum according the respective year level and needs of the student(s).

YEARS 11-12 (HSC and IB DIPLOMA PROGRAMME):

All students, whether entering HSC or the IB Diploma will participate in the **HSC All My Own Work Workshop**. Students will need to successfully participate and complete all relevant activities prior to their entry into the HSC or IB Diploma Programme.

Accordingly, academically honest practices, referencing and citations skills will be developed in each year level in each subject across the curriculum according the respective year level and needs of the student(s).

PLEASE NOTE: The School utilizes the Harvard System of Referencing and Citation.

7. MAINTAINING ACADEMICALLY HONEST SCHOLARSHIP

The academically honest student:

DOES

- Acknowledge explicitly and appropriately help provided by another person
- Ask beforehand what kind of external help is permissible
- Acknowledge, in a specific manner, information taken from books, magazines, CD-ROM's and the Internet
- Use direct quotations appropriately and acknowledge the source of direct quotations
- Acknowledges reference materials in a bibliography
- Understand the concept of plagiarism
- Document source material in a formal and appropriate manner

- ❑ Knows what constitutes cheating, malpractice and collusion and abides by the rules both for school-based work and external examinations and assessments
- ❑ Keep and maintain accurate, personal course notes
- ❑ Follow all exam rules.

DOES NOT

- ❑ Copy from another student
- ❑ Copy from the homework of another student school-based work and external assessments
- ❑ Copy the internal assessment work of other students
- ❑ Hand in work as his/her own that has been copied
- ❑ Do homework for another student
- ❑ Give another student his/her own work to copy.
- ❑ Submit work done by another student, a parent, a friend or a private tutor
- ❑ Present material written by another student as his/her own
- ❑ Purchase and submit pieces written by someone else (including electronic sources)
- ❑ Use notes during a test unless allowed to by the teacher or permitted by the examination rules.
- ❑ Write essays for other students
- ❑ Present artistic or creative work in any medium that has literally been reproduced except in a manner allowed by the teacher or permitted by the examination rules.

Overall Responsibilities:

1. Discipline rules and procedures for all violations of academic honesty will be conveyed to staff, parents, and students, in writing, at the beginning and or nominated dates of each school year.
2. Parents and students will be required to review and sign the Academic Honesty Policy and Procedures at the beginning and or nominated dates of each school year.
3. Teachers and staff will be responsible for providing safeguards that discourage acts of student dishonesty on tests and assignments.
4. School staff members (administrators/teachers) will enforce discipline rules and procedures as described in the school's discipline rules and procedures for all violations of academic honesty.
5. Students found to be in violation of rules of academic honesty will be subject to disciplinary action outlined in the school's discipline rules and procedures.

8. AUTHENTICATION OF WORK

The presentation of an authentic piece of work is essential to good scholarship and practice. An authentic piece of work is one that is based on the student's individual and original ideas with the ideas and work of others fully acknowledged. Therefore, all assignments for assessment, regardless of their format, must wholly and authentically use that student's own language, expression and ideas.

Where the ideas or work of another person are represented within a student's work, whether in the form of direct quotation or paraphrase, the source(s) of those ideas or the work must be fully and appropriately acknowledged otherwise it constitutes **malpractice**.

9. RESPONSIBILITY OF THE ACADEMY

- i. The development and review of this policy is a collaborative effort amongst all AIA Staff Members: Primary, Middle, and Senior Secondary staff members.
- ii. The policy is readily available for all members of the community. Copies can be found in the staffroom, library, Middle and Senior School Handbooks, and the School Website(s).
- iii. The policy is explained to parents during information nights and through other forms of school communications.
- iv. The policy is explained to students during information sessions, reinforced during school activities, and through other forms of school communications.
- v. The policy is enforced through the development of the IB learner profile and the Approaches To Learning (ATL) skills.
- vi. If academic dishonesty has occurred it is the school's responsibility to enforce the policy and act according to the IB and NESA rules and regulations.

9.1 In a cohesive and comprehensive way, students will receive instruction in:

- a. The rules for acknowledging source material based on standard practice (regarding such areas as footnotes and bibliographies).
- b. Research writing techniques.
- c. Data gathering techniques.
- d. The planning, preparation and execution of research writing assignments.
- e. Considering bias in reference material.
- f. Access to Turnitin.com

10. RESPONSIBILITY OF THE STUDENT

It is the student's duty and responsibility to ensure that they implement all the necessary requirements to prevent any form of academic malpractice.

These requirements include to ensure at all times:

- i. all work both formative and summative assessment and learning such as: assignments, homework and work completed is entirely their own authentic work;
- ii. ideas and information which are not their own are correctly cited
- iii. retain evidence of their planning and drafting process
- iv. referencing and references are used at all times and part of common learning practice.

10.1 All Year 11 and 12 Students (HSC and IB Diploma Programme)

Prior to their commencement of the HSC or IB Diploma Programme course of study, students must:

- complete and sign the YEAR 11-12 Student Learning Agreement
- adhere to the requirements that 'all work the submitted will be my own authentic work'
- sign or acknowledge (when uploading) all assessment tasks.

11. RESPONSIBILITY OF THE PARENTS AND GUARDIANS

Parents and or Guardians are informed of the policy, practices, and procedures during information sessions, meetings, and other forms of School communication.

All documentation related to Academic Honesty practice, procedures, and processes will be available online and provided as a hard copy for all levels of school: Primary, Middle, and Senior Secondary.

It is the parents/guardians responsibility to discourage any form of malpractice. If a parent/guardian becomes aware of academic dishonesty it is their duty to remind the candidate of the inappropriateness of their actions and the consequences. If the student chooses to ignore this advice, it is the parent' and or guardian's responsibility to inform the subject teacher, year level coordinator, IB Coordinator, the Deputy Principal, and or Principal of the School.

12. RESPONSIBILITY OF THE TEACHER

Academic honesty is a value that is endorsed by all members of staff.

All teachers are responsible for assisting and guiding students to comply with the Academic Honesty Policy and ensuring that students meet the requirements for authentication of school-based assessment.

Teachers need to attest that work submitted by students is genuine; therefore, teachers need to enact precautions in the preparation and administering of school-based assessment to minimize breaches in authentication of student's work.

The following strategies enable teachers to promote and encourage academically honest behaviours and practices.

Teachers will:

- i. regular and systematic monitoring of the development of students' work is the best way used by teachers to control cheating and to prevent any undue external assistance to students;
- ii. monitor students' progress with sighting plans and drafts of students' work and recording student progress on a regular basis;
- iii. record all students' work and provide comments or assessment marks in their gradebooks whenever a required piece of work is handed in for assessment;
- iv. complete and keep up to date all formative and summative assessment student records for a particular subject (The absence of such a record would certainly jeopardise any meaningful process for authentication.)
- v. attest that the submitted work is the student's own work

In order to attest that the work is genuinely that of the student, teachers and students must observe the following procedures:

- i. ensure the above rules are followed to govern the assessment of work;
- ii. ensure that an appropriate amount of classroom time is spent on the coursework/task to be assessed;
- iii. monitor the plans and development of school coursework and tasks as explained above;
- iv. maintain files of copies of students' written work at different stages of development;
- v. rotate topics and school-assessed coursework and tasks from year to year; thereby, preventing students from using a student's work from the previous year;
- vi. application of internal moderation and or cross marking between teachers where multiple classes exist for a particular subject;
- vii. teachers must provide guidance to students re: acknowledging resource materials (including tutors) and application of academic honesty policy;
- viii. teachers must attest that the final work submitted is the student's own;
- ix. ensure all final internal assessments submitted for the NESA ROSA, NESA HSC, and IB Diploma Programme requires a cover sheet to be signed by the student and teacher to confirm the authenticity of the student's work.

13. CONSEQUENCES FOR ACADEMIC MISCONDUCT

PRIMARY SCHOOL and PYP PROGRAMME

(Kindergarten to Year 2)

Consequences may include, but are not limited to:

1. Reminders of being 'principled' and acting with 'integrity'
2. Student - teacher conference
3. Parent - teacher conference

(YEAR 3 to YEAR 6)

Consequences may include, but are not limited to:

First Time:

1. Reminders of being 'principled' and acting with 'integrity'
2. Teacher-student conference, additional scaffolds provided for student
3. Student is encouraged to re-submit assignment

Second Time:

1. Reminders of being 'principled' and acting with 'integrity'
2. Parent notification in diary
3. Student must re-submit assignment with reflection

Third Time:

1. Parent-teacher conference
2. Student to re-submit assignment for a lower achievement level at the discretion of the teacher with reflection
3. Other options may include loss of privileges and/or referral to counsellor

MIDDLE SCHOOL and MYP PROGRAMME (YEARS 7 to 10)

At the middle school level, violations are cumulative and do not start over at the beginning of each year.

Consequences may include, but are not limited to:

First offence:

1. Teacher and student conference
2. Referral to year level manager
3. Alternative or additional work to be undertaken as determined by the classroom teacher

Second offence:

1. Year level manager makes voice contact with parent
2. Written notification to parent/guardian of offence
3. Referral to Head of School
4. Zero on assignment/test or as determined by the classroom teacher
5. Counselling and assistance in developing strategies for avoiding academic dishonesty and/or plagiarism

Third offence:

1. Year level Coordinator/ teacher makes voice contact with parent
2. Referral to Head of School
3. Zero on assignment/test or other grade as determined by the classroom teacher
4. Suspension
5. Parent-teacher conference with Head of School/Principal upon return from suspension

NESA HSC or IB DIPLOMA PROGRAMME (YEARS 11 and 12)

In all cases involving authentication concerns, the onus is on the student to verify their work at the request of the teacher.

In the case where there are doubts in regard to the authenticity of the submitted work, teachers should follow these procedures.

Teachers may:

- test students by asking them to demonstrate their understanding of the task at the time of submitting the work. They may test them on all of the task or part of it.
- refer the particular piece of work to relevant Subject Coordinators or other subject teachers to check the work and to give a second opinion.
- In the case where the submitted work cannot be authenticated, the matter must be referred to the Primary and High School Coordinators for immediate action.
- In such cases, the matter must be dealt with as a breach of Rules relating to the assessment of school-assessed work.

14. BREACH OF RULES RE: AUTHENTICITY OF STUDENT'S WORK SUBMITTED FOR ASSESSMENT

Where a breach in authentication of students work is suspected, teachers are to notify the or High School Coordinator immediately.

Teachers may be required to write a statement that directly addresses the nature of the breach in authentication.

The onus of proof will be placed on the student to provide evidence that the work submitted is authentic and completed within the IB Diploma Programme, NESA and School guidelines.

- i. Should subject teachers or coordinators be convinced that there has been a breach of rules in relation to the submitted work for school assessment, then the Campus Head must be informed without delay.
- ii. Should the Campus Head be satisfied, on the basis of evidence available that there has been a substantial breach of rules, they shall impose one or more of the following actions:
 - reprimand and/or suspend the student in question, or give the student the opportunity to resubmit work if this can occur within the dates designated by the Coordinator(s), or;
 - refuse to accept that part of the work which infringes the rules and base a decision whether to award the work/outcome an N (fail) or an S (satisfactory) upon the remainder of the work, or;
 - refuse to accept that part of the work which infringes the rules and submit a score for coursework assessment based on an assessment of the remainder, or;
 - refuse to accept any part of the work if the infringement is judged by the Campus Head to merit such a decision, in which case an N will be awarded for the work and NA will be submitted as the achieved grade.
- iii. If the breach of rules is discovered after the initial assessment has been made, the Campus Head shall determine which of the above actions are imposed.
If required, the Campus Head may form a panel to interview the student in question to demonstrate his/ her understanding of the work. During the interview, the panel should clearly explain reasons and purpose of the interview along with possible outcomes.

The panel should pose questions to enable the student to demonstrate his/her understanding of the work in a comfortable and non-threatening manner. The composition of the panel should be as follows:

- The Campus Head or his nominee. (Chair)
- Year Level Coordinator. (Member)
- Subject Coordinator or another subject teacher. (Member)
- The subject teacher in question shall attend (not as a panel member).
- The student in question and one of the following who may accompany the student for support (not as an advocate):
 - Parent
 - Another teacher
 - College Captain, Vice-Captain, or SRC Representative
 - Welfare Coordinator

- iv. The Campus Head, Head of School or Coordinators will notify the student in writing before the interview.

Notification will be given to the student at least 24 hours before the interview is conducted.

Notification will include:

purpose of the interview

the scheduled time, place and expected duration of the interview

the composition of the panel

advice on a person that may accompany the student

the name of the person who may clarify procedures for the student (Head of School, Year Level, Curriculum or IB Coordinators)

Advice that the student reviews their copy of the work before the interview and instructions to bring a copy of the work to the interview.

- v. The student will be notified in writing by the Campus Head of the penalty imposed within 14 days of the decision being made.

The student will be notified of the following:

- The student's breach of rule/s;
- The decision reached by the panel and the evidence in support of the decision;
- The imposed penalty;
- Advice to the student that appeals must be lodged within 14 days of notification of a decision from the Campus Head.

15. BREACH OF RULES EVIDENCE REQUIRED

The evidence required for a substantial breach of the rules for work requirements and the school-assessed work may include one or more of the following:

- Brief record of the outcome of an interview where the student will be asked to demonstrate his/ her understanding of the school –assessed work.
- Record of student's absences.
- Documentation provided to students by the teacher clearly outlining the conditions for the completion of the school-assessed work.
- Details of time and date of when the incident occurred, the nature of the breach of rules, evidence of breach (e.g. confiscated materials), and names of other students affected or involved (if applicable).
- Teacher's Record of Procedures and/or Authentication Record to show the monitoring of student's work in progress and a record to show the absence of drafts (where applicable).
- *Turnitin* 'Originality Report.'
- Samples of other student's work similar or identical to that presented by the student in question.
- Samples of other work of the student to provide a comparison of the student's work.
- The student's work identified as breaching the rules or college requirements.
- Photocopies of relevant source material from which unacknowledged work was obtained.
- Any admission from the student that the work submitted was not his / her own.
- A summary of the teacher judgment about the authenticity of the particular work.

16. STUDENT'S RIGHT OF APPEAL

- i. A student has the right to appeal against a decision made by the school and the penalty imposed as a result of a Breach in Rules.

- ii. Students may appeal a decision to the Head of Campus.
- iii. The appeal must be in writing and respond in detail to the alleged breach of rule. If the student chooses to appeal a decision made by the school, the student will be required to attend a meeting with the school's appeal panel and may be accompanied by a nominated person to provide support (but not as an advocate).

17. SPECIFIC GUIDELINES FOR STUDENTS:

In accordance to the IBO published document *Academic Honesty, 2009*

- a. Every candidate must sign a coversheet or its equivalent for each externally assessed component (except examination scripts) and all internally assessed components to confirm that his or her work is authentic and that the work being submitted for assessment constitutes the final version of the work.
- b. If suspected plagiarism is detected before a candidate signs the coversheet the issue must be resolved within the school and not brought to the attention of the IB. It is at this point AIA will put into practice its investigation procedure.
- c. After a candidate has signed the coversheet to the effect that his or her work is authentic and constitutes the final version of that work, the candidate's teacher /supervisor must also sign and date the coversheet to the effect that to the best of his or her knowledge it is the authentic work of the candidate.
- d. Any suspicion of the malpractice that arises after the candidate has signed the coversheet must be reported to the IB information desk for investigation.
- e. After the IB and or NESA has conducted its investigation the final award committee considers and makes the final decision as to whether the IB and or the NESA will dismiss the allegation, uphold it, or ask for further investigations to be made.
- f. If the final award committee deems evidence of malpractice insufficient, the allegation will be dismissed and a grade will be awarded in the normal way.
- g. If no consensus is reached about the case, the decision will be that of the majority of the final award committee.

REFERENCE

IBO publication: *Academic Honesty*, 2009 and the *Academic honesty in the IB educational context*, 2014.

NESA HSC All My Own Work (2019). Accessed Online: February 2019 at:

<https://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/hsc/hsc-all-my-own-work>

International Baccalaureate Organisation (2014; Updated 2016). *Academic Honesty in the IB educational context*. International Baccalaureate: Cardiff, Wales, UNITED KINGDOM

RELATED FORMS (Annexed)

Academic Honesty Incident Form

Academic Honesty Incident: Parent Notification

Academic Honesty: Parent Notification of Student Suspension

Academic Honesty: Parent Notification of Student Acknowledgment

Academic Honesty: Request for Interview - Student

RELATED POLICIES

Admissions and Enrolment Policy and Procedures

Assessment and Reporting Policy

Inclusive Education SEN Policy

Language Policy

Student Management and Discipline Policy

POLICY REVIEW

Review of this policy, related policies, forms and resources will be undertaken every 3 years or otherwise as required under legislation or to meet the needs of the Academy, by the Legal and Compliance Officer and approved by the Academy Head.

REVISION/ MODIFICATION HISTORY

Date	Version	Current Title	Summary of Changes	Approval Date	Commencement Date	Approved by
16 December 2022	Updated	Academic Honesty Policy	Review and Update	16 December 2022	16 December 2022	IHLC/ Academy Head



AUSTRALIAN INTERNATIONAL ACADEMY
Academic Honesty Incident FORM

Student's Name: Year Level:
Date: /...../

Teacher(s) Name(s):	
Subject(s):	
Task Name(s):	
Task Details:	
Initial Due Date:	
Subject(s):	
Task Name(s):	
Task Details:	
Initial Due Date:	
Academic Honesty Type and Task Information	<input type="checkbox"/> Collusion <input type="checkbox"/> Cheating <input type="checkbox"/> Duplication <input type="checkbox"/> Fabrication/Falsification <input type="checkbox"/> Theft or Alteration of Materials or Equipment <input type="checkbox"/> Unauthorized Collaboration Comments:
Details of Plagiarism:	Please attach: <input type="checkbox"/> Turn It In Plagiarism Report <input type="checkbox"/> Copies of Original Submitted Task <input type="checkbox"/> Student's Resubmission
Further Details:

<p>Interview: Summary with Student about Academic Honesty Incident</p>	
<p>Outcome:</p>	
<p>Notification(s) and or Interviews</p>	<p> <input type="checkbox"/> Parents <input type="checkbox"/> Subject Teacher(s) <input type="checkbox"/> MYP Coordinator <input type="checkbox"/> Deputy Principal <input type="checkbox"/> Head of School </p>
<p>Date:</p>	
<p>Name:</p>	
<p>Signature:</p>	

AUSTRALIAN INTERNATIONAL ACADEMY

Academic Honesty Incident: Parent Notification

Date:

Dear

Assalamu alaikum ww.

Academic honesty is fundamental to students’ academic progress and integrity. Students’ progression through key stages of learning, requires further responsibility for their own learning, access and utilization of a broader range of resources and information.

The Academy takes important measures to ensure the appropriate guidance and support for students to produce their own original work(s).

This notice is to inform you that your son or daughter was involved in one of the following breaches of Academic Honesty:

Subject(s):	
Task Name(s):	
Task Details:	
Initial Due Date:	
Academic Honesty Type and Task Information	<input type="checkbox"/> Collusion <input type="checkbox"/> Cheating <input type="checkbox"/> Duplication <input type="checkbox"/> Fabrication/Falsification <input type="checkbox"/> Theft or Alteration of Materials or Equipment <input type="checkbox"/> Unauthorized Collaboration Comments:

Please discuss the matter with your son or daughter and understand that additional violations of academic honesty may result in your child’s enrolment at the School.

If you have any questions or concerns regarding this matter, please contact the Deputy Principal via the School Office.

Sincerely,

M .
Teacher

M .
Deputy Principal



AUSTRALIAN INTERNATIONAL ACADEMY
Academic Honesty: Parent Notification
Student Suspension

Date:

Dear

Assalamu alaikum ww.

Academic honesty is fundamental to students’ academic progress and integrity. Students’ progression through key stages of learning, requires further responsibility for their own learning, access and utilization of a broader range of resources and information.

The Academy takes important measures to ensure the appropriate guidance and support for students to produce their own original work(s).

As a result of repeated violations of the School’s Academic Honesty Policy, your son or daughter,, of Year, will be suspended from School.

Suspension Details

Commencement Date:

End Date:

Total Days:

Recommencement Date:

During the suspension period, may not:

- return to school;
- participate in any extracurricular activities;
- and or attend any school-related events.

If you wish to appeal against this decision, please inform me via email at: _____ immediately so that the suspension time does not begin until the appeal procedure is completed.

Sincerely,

Principal



AUSTRALIAN INTERNATIONAL ACADEMY

Academic Honesty: Parent Notification

Student Acknowledgement

Academic Honesty is acting with integrity in all your school work by making sure all your work is your own and not copied from either friends, books or the internet.

Academic dishonesty is defined as submitting as your own work that which is not your own. They come under **three broad terms:**

- Malpractice:** gaining an unfair advantage in any class or homework assignment -unauthorized help from friends, parents, siblings, tutors for example.
- Collusion:** when a candidate knowingly allows her or his work to be copied and/or handed in by another student.
- Plagiarism:** the act of presenting another’s words and ideas as one’s own without crediting the source, this includes the internet. This includes paraphrasing material or an original idea without properly acknowledging the source.

Falsification of documents and/or signatures will be treated as academic dishonesty.

How you can avoid academic dishonesty?

Always strive to do all you work on your own. Do not give your work to another student. If you use someone else’s words and thoughts, acknowledge them –learn how to cite (reference) sources. When in doubt, ask your teacher or librarian.

Any student attempting malpractice, collusion and plagiarism **will include, but not limited to**, the following consequences:

- First offence:** “0” level of achievement, report to the Principal, Coordinator meeting, Parental Letter
- Second offence:** as above with a one day’s suspension and the offender’s name shared with the faculty.
- Third offence:** a three-day (3) suspension and the consequences attached to that.

STUDENT ACKNOWLEDGEMENT of ACADEMIC HONESTY

- I fully understand I fully understand the Australian International Academy Academic Honesty Policy concerning dishonesty and cheating in the classroom.
- The policy was read and explained to me in class and or year level assembly, and I was given an opportunity to ask questions in order to completely understand the policy and how it may affect me.
- My signature shows that I have a full understanding of what is considered dishonesty or cheating and that I am fully aware of the serious penalty involved if I should choose to be dishonest in my academic work while I am a student at the School.

Student Name:	
Signature:	
Date:/...../.....

AUSTRALIAN INTERNATIONAL ACADEMY

Academic Honesty

Request for Interview: Student

Date: Monday, 25 November 2019

Dear

As students progress through key stages of learning, they will be expected to take more responsibility for their own learning and access and utilise a broader range of resources and information.

Academic honesty is fundamental to students’ academic progress and integrity. Therefore, when students demonstrate behaviour which does not comply with the Academic Honesty Policy, the Academy will take measures to ensure the appropriate guidance and support for students to produce their own original work(s).

Notification of concerns:

This notice is to inform you about the possible breach(es) of academic honesty related to school formative and or summative assessment task:

Subject(s):	
Task Name(s):	
Task Details:	
Initial Due Date:	
Academic Honesty Type and Task Information	<input type="checkbox"/> Collusion <input type="checkbox"/> Cheating <input type="checkbox"/> Duplication <input type="checkbox"/> Fabrication/Falsification <input type="checkbox"/> Theft or Alteration of Materials or Equipment <input type="checkbox"/> Unauthorized Collaboration Comments:

Request to attend Interview:

You are hereby requested to attend an interview with a panel in order to discuss and clarify this matter in details.

The purpose of the interview is to ascertain any breaches of academic honesty based on the concerns forwarded by the respective subject teacher.

The Panel members will include:

Mr.	HSC Coordinator
Mr.	Yr 12 Form Teacher
M	Coordinator
M	Deputy Principal

One of the following people of your choice may accompany you to attend the interview:

- Parent
- Another teacher
- College Captain, Vice-Captain, or SRC Representative
- Student Counsellor

The interview will take place:

Date:

Time:

Venue: Seminar Room, Library

Please note in preparation for the interview, please review the respective Assessment Task Outline. A copy of the submitted will be provided at the interviews; otherwise, please bring any relevant assessment submissions with you to the interview.

If you have any further questions, prior to this interview, please speak with the Deputy Principal to clarify any procedural matters pertaining Academic Honesty at the School

Sincerely.

Mr.
Head of Teaching & Learning: HSC: Yr 11-12

Mr.
Deputy Principal