Academic Honesty Policy

March 2018

Introduction

At DENISE we encourage our students to be academically honest. With our student population coming from different cultural and national backgrounds, we realise that not all students have the same standards when they enter. As an important task of our school is to classify the level a student is working on (mavo/havo/vwo), teachers want to be sure it is the student's own work they assess. Therefore our academic honesty policy runs throughout the whole secondary school, already starting in the language classes.

Expectations

What we expect from students is different, depending on the grade they are in. Whereas we find it important that language students do not copy and paste from google translate and grade 9 students know how to recognise a source and make a list of used sources, we expect our DP students to use full APA referencing at all time. A complete overview of what we expect per class can be found in the Academic Honesty Ibook (see screenshots in Appendix 1). The basic idea behind these expectations is that as a school we want to see the students develop their own ideas and skills, and we want to follow the construction of those. It should be clear for teachers which ideas and skills are the student's own and which come from elsewhere. Learning how to do research is an important element in all DENISE programs. Getting knowledge and inspiration elsewhere is fine, as long as it is referenced properly.

The Academic Honesty iBook and the 'How to avoid plagiarism?-file'

After an academic honesty workshop for teachers, the idea arose to make a a DENISE customized academic honesty book for the students, to help them get familiar with the academic rules and expectations in our school. Ms. Lustenhouwer then made an iBook which is now available for all students and teachers at DENISE. It is a complete, student friendly handbook that explains everything related to academic honesty; from the the right steps in a research process and the difference between quoting, paraphrasing and summarizing till the expectations per class. It will be revised regularly to stay up to date. A Dutch translation is in the making. Besides the Academic Honesty iBook students and teachers can make use of the bilingual 'How to avoid plagiarism?-file' (see Appendix 2), which explains the APA referencing rules to them. This file and a pdf version of the Academic Honesty iBook can be found on the DENISE website under 'documents'.

Who is responsible?

The curriculum coordinators are responsible for the implementation of the standards in their program. They will ensure the mentors in their program give instructions to the students. Since students enter our school all the time throughout the school year mentors are responsible for instructing the new students. Besides mentors subject teachers are expected to give task-specific instructions to students and to be familiar with the expectations per class. Both mentors and subject teachers can make use of the Academic Honesty iBook and the 'how to avoid plagiarism' form. We also expect a proactive approach from students. The Academic Honesty iBook is written in a student friendly way so students can practise referencing and familiarize themselves with the school rules quite independently. If they are not sure what to do they can always ask their teachers for advice.

Parents and Tutors

Parents and tutors can provide support to the student, but cannot do the work for them. As a parent please realise that teachers need to be able to assess the student's knowledge, skills and understanding. Academic misconduct mostly occurs when students feel under pressure. So in order to help them you can provide support with the scheduling of their work, as they may have many assignments to complete. You can also establish a good level of communication with the school so that you understand the expectations and you can encourage your son/daughter/pupil to ask their teachers for advice if they are struggling (Academic Honesty in the Diploma Programme)

Academic malpractice

Academic malpractice is behaviour that results in, or may result in, the candidate or any other candidate gaining an unfair advantage in one or more assessment components (IB Academic honesty – principles to practice). Some examples are plagiarism, copying another student's work or allowing one's work to be copied, taking unauthorized material into an exam, communicating or cheating during an exam, presenting the same work for different assessment tasks (Academic Honesty in the Diploma Programme). The consequences of academic malpractice are mild for students who just arrived in our school and more severe for those who have stayed for a longer period of time. When students enter DP1 consequences are so severe that they could not be promoted to the next grade or even lose their diploma. Therefore parents and students who start in DP1 receive a letter, indicating the importance of academic honesty in the IB and explaining the consequences of academic malpractice in the DP. Also for students taking a Dutch havo or mavo exam

consequences of crossing the 10% plagiarism norm are seve. An overview of the consequences of academic malpractice per class can be found in Appendix 3.

Conclusion

The the academic honesty policy of DENISE is designed as an incremental one, running through the entire secondary school. It is our aim that students leave the school as rounded scholars, understanding the value of submitting their own work and in taking pride of what they are able to produce, whilst at the same times recognising others for what they have contributed (Academic integrity and the learner profile).

Bibliography

Academic integrity and the learner profile [PDF]. (n.d.). Hilversum: International School Hilversum

Garza C. *Academic honesty – principles to practice* [PDF Powerpoint Slides]. Retreived from IB Academic honesty manager IB Assessment Centre: http://www.ibo.org/contentassets/71f2f66b529f48a8a61223070887373a/academic-honesty.-principles-into-practice---celina-garza.pdf

Academic Honesty in the Diploma Programme (PDF document). Retrieved from http://www.icsaddis.edu.et/sites/default/files/parent%20downloads/Academic%20Honesty%20in%20the%20Diploma%20Program.pdf

Appendix 1

Screenshots from the Academic Honesty Ibook, explaining the expectations per class.

LANGUAGE CLASSES

Checklist LA	Checklist LB	Checklist LC
I can translate individual words with a dictionary or translation programs such as Google Translate	I can translate individual words with a dictionary or translation programs such as Google Translate	I can translate individual words with a dictionary or translation programs such as Google Translate
I don't use Google Translate to translate full sentences	I don't use Google Translate to translate full sentences	I don't use Google Translate to translate full sentences
I understand my parents or tutors can help me but not do the work for me.	I don't copy and paste sentences from the internet	I don't copy and paste sentences from the internet
	I can make a list of used sources (reference list)	I can use sources which I quote or summarise in the text
	I can put the reference list in alphabetical order	I can add a reference list to different types of assignments
	I understand my parents or tutors can help me but not do the work for me.	I understand my parents or tutors can help me but not do the work for me.

IMYC

Checklist 9	Checklist 10	Checklist 11
I can translate individual words with a dictionary or translation programs such as Google Translate	I can translate individual words with a dictionary or translation programs such as Google Translate	I can translate individual words with a dictionary or translation programs such as Google Translate
I don't use Google Translate to translate full sentences	I don't use Google Translate to translate full sentences	I don't use Google Translate to translate full sentences
I don't copy and paste sentences from the internet	I don't copy and paste sentences from the internet	I don't copy and paste sentences from the internet
I can add a reference list to different types of assignments	I can use sources which I summarise, paraphrase and quote	I can use sources which I summarise, paraphrase and quote
I can put the reference list in alphabetical order	I can write the sources underneath images.	I can write the sources underneath images
I understand my parents or tutors can help me but not do the work for me.	I can add a reference list to different types of assignments	I can add a reference list to different types of assignments
	I can put the reference list in alphabetical order	I can use sources which I quote or summarise in the text
	I understand my parents or tutors can help me but not do the work for me	I can make an APA style reference list
		I understand my parents or tutors can help me but not do the work for me

CAREER CLASSES

Checklist 13	Checklist 14	Checklist 15	Checklist 16/17
I can translate individual words with a dictionary or translation programs such as Google Translate	I can translate individual words with a dictionary or translation programs such as Google Translate	I can translate individual words with a dictionary or translation programs such as Google Translate	I can translate individual words with a dictionary or translation programs such as Google Translate
I don't use Google Translate to translate full sentences	I don't use Google Translate to translate full sentences	I don't use Google Translate to translate full sentences	I don't use Google Translate to translate full sentences
I don't copy and paste sentences from the internet	I don't copy and paste sentences from the internet	I don't copy and paste sentences from the internet	I don't copy and paste sentences from the internet
I can use sources which I summarise, paraphrase and quote and reference them accordingly	I can use sources which I summarise, paraphrase and quote and reference them accordingly	I can attempt use sources which I summarise, paraphrase and quote and reference them accordingly	I can use sources which I summarise, paraphrase and quote and reference them accordingly
I can add a reference list to different types of assignments in APA style	I can write the sources underneath images	I can write the sources underneath images	I can add a reference list to different types of assignments in APA style
I can use the APA styleguide conventions.	I can add a reference list to different types of assignments	I can add a reference list to different types of assignments	I can use the APA styleguide conventions
I understand my parents or tutors can help me but not do the work for me	I understand my parents or tutors can help me but not do the work for me	I understand my parents or tutors can help me but not do the work for me	I understand my parents or tutors can help me but not do the work for me
I know that more than 10% plagiarism means I cannot take my final exams	I know that more than 10% plagiarism means I cannot take my final exams		

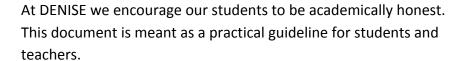| Checklist 12	Checklist DP1	Checklist DP2
I can translate individual words with a dictionary or translation programs such as Google Translate	I can translate individual words with a dictionary or translation programs such as Google Translate	I can translate individual words with a dictionary or translation programs such as Google Translate
I don't use Google Translate to translate full sentences	I don't use Google Translate to translate full sentences	I don't use Google Translate to translate full sentences
I don't copy and paste sentences from the internet	I don't copy and paste sentences from the internet	I don't copy and paste sentences from the internet
I can use sources which I summarise, paraphrase and quote and reference them accordingly	I can use sources which I summarise, paraphrase and quote and reference them accordingly	I can use sources which I summarise, paraphrase and quote and reference them accordingly
I can add a reference list to different types of assignments in APA style	I can add a reference list to different types of assignments in APA style	I can add a reference list to different types of assignments in APA style
I can use the APA styleguide conventions	I can use the APA styleguide conventions	I can use the APA styleguide conventions
I understand my parents or tutors can help me but not do the work for me	I understand my parents or tutors can help me but not do the work for me	I understand my parents or tutors can help me but not do the work for me
	I know that plagiarism means I might not go to DP2	I know that plagiarism means I cannot take my final exams

Appendix 2

The bilingual academic honesty file, can also be found on the DENISE website.

Academic Honesty and APA

How do I avoid plagiarism?

At DENISE we encourage our students to be academically honest. This document is meant as a practical guideline for students and teachers.

In order to be academically honest, students will have to avoid plagiarism and other forms of academic misconduct, such as falsifying data. We therefore expect them to use APA style of referencing in every subject, at all times. APA stands for American Psychological Association and is a common style of referencing, especially in the social sciences. By including a bibliography and in-text citations in APA-style, plagiarism can be avoided.

A big help for students to make a bibliography are free online bibliography generators. On these websites (such as http://www.citationmachine.net/) students can click on APA-style, then determine if they want to cite a website, book, video or other source. After filling in the information about the author, title, date of publication etc. EasyBib will generate the APA citation for you. Very convenient!

Bibliography

A bibliography always has to be presented in alphabetical order. But what should the information in the bibliography look like? Here are some examples taken from the EasyBib website:

> **A book**:
> Author, F.M. (Year of Publication). *Title of work*. Publisher City, State: Publisher.
>
> Example:
> James, Henry. (2009). *The ambassadors*. Rockville, MD: Serenity Publishers.
>
> **A website**:
> Author, F.M. (Year, Month Date of publication). *Article title*. Retrieved on month day, year, from URL
>
> Example:
> Limer, E. (2013, October 1). *Heck yes! The first free wireless plan is finally here*.

Retrieved January 23, 2002, from
http://gizmodo.com/heck-yes-the-first-free-wireless-plan-is-finally-here-1429566597

Note! Many sources have APA citation formats for their online versions (e.g., online newspapers, dictionaries and encyclopedias).
- Do you not know the date of publication? Use n.d.
- Does the article not have an author? Start with the organisation. Do you now know the organisation? Start with the title of the article.

A video on Youtube:
Last Name, F.M. [Username]. (Year, Month Date). *Title of video*. [Video File]. Retrieved on month day, year, from URL

Example:
[GEICO Insurance]. (2013, May 22). *GEICO hump day camel commercial – happier than a camel on Wednesday*. [Video File]. Retrieved January 23, 2002, from http://youtu.be/kWBhP0EQ1lA.

You can find those examples and many more on:

http://www.easybib.com/guides/citation-guides/apa-format/

In-text citation

On top of creating a Bibliography GR12 students at Denise are supposed to make use of in-text citations. All sources in the bibliography should be found in-text and vice versa.

An example of an **in-text citation** is:

Harlem had many artists and musicians in the late 1920s (Belafonte, 2008, p.18).

If the **author is already mentioned** in the text the citation just has to include the date. For example:

According to Belafonte, Harlem was full of artists and musicians in the late 1920s (2008, p.18).

If a work has **no author**, include the first few words of the bibliography entry (in many cases, the title and the year). For example:

The report includes some bleak results (Information Illiteracy in Academia, 2009).
Advice for the students: Always save all your sources during the process of doing research. It

will save you a lot of time, because you may not be able to find them back easily!

APA-bronvermelding

Hoe voorkom je plagiaat?

Op DENISE vinden wij het belangrijk dat onze leerlingen 'academisch eerlijk' zijn. Dit document biedt een praktische richtlijn voor leerlingen en docenten.

Om academisch eerlijk te kunnen zijn, moeten leerlingen vermijden te plagiëren. Dat betekent dat wij verwachten dat leerlingen in APA-stijl hun gebruikte bronnen kunnen vermelden. APA staat voor *American Psychological Association* en is een algemeen erkende stijl van het vermelden van bronnen, maar vooral gebruikt in de sociale wetenschappen. Door een APA-bronvermelding en APA-bronverwijzingen bij citaten te voegen, kan plagiaat worden vermeden.

Het kan leerlingen helpen om een bronvermelding te maken door het gebruik van een gratis online generator. Op deze websites (zoals http://www.citationmachine.net/) kunnen studenten klikken op 'APA-stijl', de juiste gegevens (zoals de naam van de schrijver, de datum en jaar van publicatie) van de bron invullen. Zo komt de APA-bronvermelding er automatisch correct uit. Erg handig!

Bronvermelding

Een bronvermelding wordt altijd gepresenteerd op alfabetische volgorde. Maar hoe moet de informatie in de bronvermelding eruit zien? Hier zijn enkele voorbeelden, gehaald van de EasyBib website:

Boek:
Achternaam auteur, voorletters auteur (publicatiejaar). *Titel van het boek*. Plaats uitgeverij, staat uitgeverij: naam uitgeverij.

Example
James, Henry. (2009). *The ambassadors*. Rockville, MD: Serenity Publishers.

Website:
Achternaam auteur, voorletters auteur (datum publicatie). *Titel van het artikel*. Geraadpleegd op dag maand jaar, van: URL.

Example
Limer, E. (2013, 1 oktober). *Heck yes! The first free wireless plan is finally here*. Geraadpleegd op 5 november 2017, van: http://gizmodo.com/heck-yes-the-first-free-wireless-plan-is-finally-here-1429566597

- **Let op!** Veel bronnen hebben APA-verwijzingen voor hun online versies (zoals online kranten, woordenboeken of encyclopedieën).
- Weet je de datum van publicatie niet? Gebruik z.d.
- Heeft het artikel geen auteur? Begin met de organisatie. Weet je de organisatie niet? Begin met de titel van het artikel.

Youtube-video:
Achternaam maker, voorletters maker [Gebruikersnaam]. (Datum publicatie). *Titel van de video*. [videobestand]. Geraadpleegd op dag maand jaar, van: URL.

Example:
[GEICO Insurance]. (2013, 22 may). *GEICO hump day camel commercial – happier than a camel on Wednesday*. [Video File]. Geraadpleegd op 6 februari 2017, van: http://youtu.be/kWBhP0EQ1lA.

Je kunt meer voorbeelden vinden op:

http://specials.han.nl/sites/studiecentra/auteursrechten/bronnen-vermelden/apa-normen/

Verwijzen in de tekst

Naast het maken van een APA-bronvermelding, moeten leerlingen ook verwijzen naar de bronnen in de tekst. Alle bronnen in de bronvermelding moeten kunnen worden gevonden in de tekst en andersom.

Een **voorbeeld van een verwijzing** in de tekst is:

Harlem had many artists and musicians in the late 1920s (Belafonte, 2008, p.18).

Als **de auteur al wordt genoemd** in de tekst, wordt in de verwijzing alleen de datum gebruikt. Bijvoorbeeld:

Volgens Belafonte, zat Harlem vol met artiesten en muzikanten in de jaren 20 (2008, p.18).

Als je **bron geen auteur** heeft, voeg dan de eerste woorden van bronvermelding toe

(meestal de titel en het jaar). Bijvoorbeeld:

The report includes some bleak results (Information Illiteracy in Academia, 2009).

Advies voor leerlingen: sla altijd direct je bron op tijdens het schrijven van je tekst. Het is moeilijk om al je gebruikte bronnen, achteraf nog terug te vinden!

Appendix 3

What happens with academic malpractice?

What happens with Academic Malpractice?	
General Approach	First three months: subject teacher informs the mentor, who explains the rules once more. The student makes the assignment again. Longer than 3 months at DENISE: Always a notification in Magister. At first offence make the assignment again. In case of repetition grade is a 1 + comment on the report card. In severe cases the curriculum coordinator arranges a meeting with the parents.
Exam Classes (13h and 14m)	If plagiarism is above the 10%-norm a student cannot take the exams.
Group 12 and DP1	First month: subject teacher informs the mentor, who explains the rules once more. The student makes the assignment again. Longer than 1 month at DENISE: Always a notification in Magister. At first offence make the assignment again. In case of repetition grade is a 1 + comment on the report card. The DP coordinator sends a letter to the parents explaining the importance of academic honesty in the Diploma Programme. In extreme cases the parents will be invited for a meeting and the admission from group 12 to DP1 or from DP 1 to DP2 could be in danger.
DP 2	Punishments are at the discretion of the DP coordinator and the head of upper school. This includes informing the IB of the offence, suspension from school and removal from external examinations. If a student is guilty of malpractice during an external examination, the school is obliged to inform the IB authorities and await their ruling on the matter.