



BISHOP MACKENZIE INTERNATIONAL SCHOOL
ACADEMIC HONESTY POLICY

BMIS educates and inspires students to value integrity, cultural diversity, and the pursuit of well-being and excellence. Our school fosters an environment which empowers students to become creative, confident lifelong learners ready to take action in the local and global communities.

ACADEMIC HONESTY POLICY

BMIS aims to comply with copyright law, in accordance with the existing and future laws of Malawi, and the Berne Convention for the Protection of Literary and Artistic Works, to which Malawi is a signatory nation (12th October 1991). Staff and students will limit reproduction and communication of copyright materials in accordance with generally accepted principles of fair use.

BMIS recognizes that students should strive to be principled by understanding and complying with accepted principles of academic honesty, and that instruction in academic honesty is a fundamental part of each student's education.

These principles are:

1. That authors and creators possess a moral and legal right to their own work;
2. That these rights must be acknowledged by following accepted procedures for citation and attribution;
3. That work must be authentically produced through students' own efforts;
4. That plagiarism, collusion and cheating of all kinds are unacceptable.

All students will be taught to act in a responsible, ethical and principled manner towards intellectual property and authentic authorship. Instruction will be age appropriate and reflect the regulations and expectations of the educational programmes offered in the school, and the agencies that govern them (for example: International Baccalaureate Organization).

Academic malpractice will be treated as a serious breach of discipline and will be dealt with through the Academic Honesty Code of Conduct.

Guidance for the avoidance of plagiarism and how to cite the intellectual property of others is provided in the Student Planner. The standard system for referencing at BMIS is the MLA system.

Guidance for the implementation of this policy is provided below.

Academic Honesty Responsibilities and Expectations

Responsibilities

1. The Head Teacher and leadership team of each section of the school is responsible for creating academic honesty procedures and practices, which will provide more detailed guidance to teachers, parents and students.
2. The Programme/Pastoral Coordinators, library, in conjunction with other teachers and departments, where appropriate, will teach students how they can use information from various sources and put it in their own words.

Whole school

Expectations of students:

1. To be principled and tell the truth.
2. To value their own work and the work of others.
3. Not to copy, take or borrow answers or the work of others.
4. To do their own work, including homework and not ask their parents or tutor to do it for them.
5. To recognize the difference between legitimate collaboration and individual work and to play a full role in collaborative work.
6. To record the type of sources they used when creating their own work.
7. To be responsible for their own actions.
8. To show respect for intellectual property rights and acknowledge these where necessary.
9. Students are not expected to know and create everything themselves. They should always try to do their work on their own, but if any help is given it should be acknowledged in writing in the final work.

Secondary School

In addition, Secondary School students will be encouraged to act as follows:

1. To familiarize themselves fully with the Academic Honesty Code of Conduct, key definitions, clarifications, advice, and examples located in their Student Planner.
2. To act ethically with information and cite references for any work taken from another source.

3. To follow examination board rules for mock examinations, public examinations and coursework.
4. Students should not give their work to another student for any reason even if they are friends.
5. Students should not wait until the last minute to work on an assignment.
6. Students should ensure that they know how to cite (reference) sources and how to create a works cited list/bibliography.
7. When in doubt about any aspect of academic honesty, students should ask their teacher, librarian, Programme/Pastoral Coordinator.

Expectations of teachers

1. Academic honesty is an important part of teaching and learning. Teachers in particular are able to detect plagiarism and cheating in various ways:
 - a. Teachers know their student's writing styles and language ability. They can easily recognize if a text was really written by someone else.
 - b. The school subscribes to Turnitin, a sophisticated online platform that automatically checks for plagiarism and scores submitted documents.
 - c. If a student is caught being dishonest, teachers of the student will be informed of this and they will pay special attention to that student's work in future.
2. Teachers will model good practice. All articles or quotes from newspapers, journals, books and websites should be referenced before being presented to students or put on display.
3. Teachers in both the Primary and Secondary schools will educate students about the importance of academic honesty. Teachers will take into account that students are still learning to understand what academic honesty means.
4. Teachers will educate students about the right way to use someone else's ideas. Secondary School students should be taught to use the MLA system for referencing and citations.
5. If a teacher recognizes cheating or plagiarism, or even suspects such a case, he/she will take immediate steps to deal with it, according to school policy using the Academic Honesty Code of Conduct.

Expectations of Parents

1. Parents should encourage their children to try to do their homework on their own and write in their own words.
2. Any help given by parents should be clearly stated in writing on the work itself.
3. If a parent knows or suspects that their child has been academically dishonest, he/she should inform the school.

Consequences of Academic Dishonesty for Students at BMIS

All students are expected to follow both the letter and the spirit of this policy. The level of proof required for the school to take action on the grounds of academic honesty is reasonable suspicion and it is the responsibility of the student to demonstrate that they have not acted dishonestly.

The consequences for any student found attempting plagiarism, collusion, misconduct, duplication and/or communication of examination content, might range from a simple verbal warning to having an examination certificate taken away and losing a place at university. This will depend on:

- Student profile eg. age, Educational Support (Language/Learning) etc.
- The seriousness of the offence
- Whether the occurrence was accidental, the result of carelessness or a deliberate action.
- Whether the occurrence contravenes the rules of an examination board.

For details of the consequences and sanctions that will be applied in cases of academic dishonesty, please refer to the Academic Honesty Code of Conduct Definitions of academic conduct and its different categories

Terminology	IB Definition	Clarification
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Academic Misconduct	<p>“Academic misconduct is a behaviour that results in, or may result in, the student or any other student gaining an unfair advantage (or a behaviour that disadvantages other students) in on or more assessment components. Unfortunately in every Diploma Programme examination session there are students who are investigated for alleged “academic misconduct”.</p>	<p>At BMIS we understand that academic misconduct can both intentional and unintentional. All forms of academic misconduct are treated seriously and in accordance with the BMIS Academic Code of Conduct</p>
Academic honesty	<p>“Making knowledge, understanding and thinking transparent...an understanding of the technical aspects of academic honesty, of citing and referencing...As stated in the IB learner profile, all members of the IB community strive to be “principled”, acting with “integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities.”</p>	<p>Actively making sure the work you are presenting as your own is yours and it has not been copied or paraphrased, without references/citations, from the source(s).</p>
Plagiarism	<p>Plagiarism is defined as the representation, intentionally or unwittingly, of the ideas, words or work of another person without proper, clear and explicit acknowledgment. The use of translated materials, unless indicated and acknowledged, is also considered plagiarism</p>	<p>Presenting someone else’s ideas without citing/referencing, including:</p> <ul style="list-style-type: none"> · Copying or paraphrasing material/ideas and presenting it as your own work without citing the source(s). · Translating a text or an idea and then presenting it as yours without citing the source(s).
Collusion	<p>Collusion is defined as supporting academic misconduct by another student, for example allowing one’s work to be copied or submitted for assessment by another.</p>	<p>Collusion includes sharing (intentional or unintentional) a hard or soft copy of your own work to another student, which is then presented as their own.</p>
Legitimate collaboration	N/A	<p>Examples of legitimate collaboration are:</p> <ul style="list-style-type: none"> · Permitted or actively encouraged to produce work with other students. · Provide help and advice to another student, not including writing the work for them or providing a copy of your own work.

Misconduct	Misconduct during an IB examination includes taking unauthorized material into an examination room, disruptive behaviour and communicating with others during the examination.	<p>Misconduct includes:</p> <ul style="list-style-type: none"> · Imitating someone else signature. · Using hidden notes on paper, electronic devices or written on yourself during a test or examination. · Asking for or looking up answers during a test or examination. · Making up or altering scientific or other research data. · If you work in a team, letting others do the work and then adding your name as if you had done an equal part of the work. · Pretending to be someone else in an examination
Duplication	Duplication of work is defined as the presentation of the same work for different assessment components and/or Diploma Programme requirements.	<p>Presenting the same work for marking more than once, which can include:</p> <p>‘Recycling’ an old assignment by presenting it as new original work without acknowledging that this has been done.</p> <p>Handing in the same text or research material for two different subject assignments without acknowledging that this has been done.</p> <p>The presentation of the same work for different assessment components and/or diploma requirements (for example if the same material from an internal assessment has been used in an extended essay) in contravention of examination board rules.</p>
Communication about content of an examination	Communication about the content of an examination 24 hours before or after the examination with others outside their school community is also considered a breach to IB regulations.	N/A
Intellectual property	N/A	Creations of the mind: inventions, literary and artistic works, symbols, names, images & pictures, and designs

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