



MEF NATIONAL AND INTERNATIONAL SCHOOLS
ACADEMIC INTEGRITY PROCEDURE

HIGH SCHOOL

STATEMENT OF AIM

MEF IS recognizes its central role in the cultivation and promotion of academic integrity in its community. To this end, this procedure sets forth definitions of academic integrity and misconduct and elaborates the responsibilities of students, staff, and parents in maintaining academic integrity. Moreover, the process is outlined for reviewing and dealing with instances of academic misconduct on internal and external assessments.

RATIONALE [Purpose 3.1]

Academic integrity underpins all of the school's educational efforts as students can only demonstrate their mastery of a subject and teachers can only assess their mastery when students present their own work. Therefore, academic integrity must be defined clearly by the school as well as understood and embraced by the entire community. Furthermore, the school must delineate what constitutes academic misconduct, the process for reviewing cases, and its ramifications. This procedure clearly defines academic integrity, establishes the roles and responsibilities for its maintenance, and enumerates the consequences for violations of academic integrity.

PROCEDURE

Academic integrity

Academic integrity is defined as:

- The use of one's own thoughts and materials in the demonstration of knowledge (e.g., homework, projects, essays, examinations, etc.)
- The proper citation of any utilized sources (print, digital, etc.).

Adapted from The IB Diploma Programme publication "Academic integrity" (2007)

Sources

As an IB World School, MEF IS has adopted the IBO's citation approach as outlined in, "The IB Programme Continuum of International Education: Effective Citing and Referencing" (2022). MEF IS asks all of its students, teachers, administrators, and parents to familiarize themselves with this document available in PDF at: [Effective citing and referencing](#)

Student Responsibilities [Culture 0301]

Middle School students cite their sources in text using author's name, and create a works cited page including the author and source location. They are expected to demonstrate that they understand the principles behind academic integrity, misconduct and the consequences.

High School students use MLA formatting. They are expected to demonstrate academic integrity and their understanding of academic misconduct and its consequences. **ESL students** will receive extra support and instruction from the school Librarian in order to understand the expectations of citations.

Teacher Responsibilities

Teachers are expected to model, instruct and monitor academic integrity and academic misconduct in accordance with the grade level procedures of the students they are working with.

The librarian supports teachers and students in understanding academic integrity and misconduct for example when preparing and presenting lessons for students and guiding teachers with presentations and individual support.

Administration Responsibilities

Administrators are expected to model and monitor academic integrity and academic misconduct in accordance with the procedures and ensure that both students and teachers understand and follow procedures associated with academic integrity and academic misconduct.

Parent Responsibilities [learning 0402]

Parents are expected to support their students and the school in carrying out the academic integrity procedure.

TYPES OF ACADEMIC DISHONESTY [Culture 0301]

Academic Misconduct [learning 0402]

In accordance with IBO guidelines, MEF IS focuses on the positive quality of academic integrity but also recognizes the need to illustrate what constitutes academic misconduct. Academic misconduct is a behavior that results in, or may result in, the student or any other student gaining an unfair advantage (or a behavior that disadvantages other students) in one or more assessment components. Examples of academic misconduct include: plagiarism, collusion, duplication of work, falsifying records, and misconduct during assessments.

Plagiarism is defined as the representation, intentionally or unintentionally, of the ideas, words or work of another person without proper, clear and explicit acknowledgment. [IB Academic Integrity](#). The use of translated materials, unless indicated and acknowledged, is also considered plagiarism.

Use of artificial intelligence sources

Work produced by artificial intelligence tools (even only in part) will not be considered as a student's own. As with any quote or material adapted from another source, it must be clear that AI-generated work included in a piece of assessment has been taken from such software—it must be credited in the body of the text and appropriately referenced in the bibliography. If this is not done, the student would be misrepresenting content as it was not originally written by them.

Any student work produced by artificial intelligence tools (even if partially) will not be regarded as original. As with any direct quotations, paraphrases, and external data, it is required that anything taken from an AI source must be fully acknowledged, credited, cited and referenced in accordance to MEFIS and IB citation and referencing requirements. If this is not done correctly, student's work would be considered plagiarized and not fully original. [IB statement](#)

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.

Falsifying records includes presenting false academic or other documentation to the school

Duplication of work is defined as the presentation of the same work for different assessment components and/or curriculum requirements.

Copying: taking the work of another student, with or without his or her knowledge, and submitting it as one's own.

Exam cheating: communicating with another candidate in an examination, bringing unauthorized material into an examination room, or consulting such material during an examination in order to gain an unfair advantage.

Examples of **misconduct during an examination** include: taking unauthorized material into an examination (whether the student uses it or not), behaviour that disrupts the examination or may distract other students, and communicating with another student during the examination.

Adapted from The IB Diploma Programme publication "Academic Integrity" (2019) and "The IB programme continuum of International Education Effective Citing and Referencing" (2022)

Procedures in case of academic misconduct: [Culture 0301]

- If a teacher suspects a student is guilty of academic misconduct, the teacher should consult an administrator immediately to discuss the incident. This discussion should occur before any consequences for the student are decided. The teacher must present an incident report to the administrator at the time of the consultation.
- In consultation with the administrator, the following penalties may be imposed:

Middle School:

In the event of a first incident, the student will be given a written warning and the chance to redo the assignment with a 25% penalty. The family will be informed.

For a second incident, a meeting will be arranged with the student's family to discuss the incidents. The student will be given a chance to redo the assignment with a 50% penalty.

For any subsequent incidents a meeting will be arranged with the student's family.

High School:

In the event of a first incident, the student will be given a written warning and the chance to redo the assignment with a 25% penalty. The family will be informed.

For a second incident, a meeting will be arranged with the student's family to discuss the incident. If appropriate, student may redo the assignment with a 50% penalty.

- The Academic Integrity Dean will keep a permanent record of any infraction.
- Students who commit multiple infractions will be referred to the "Discipline Committee."

External Assessments:

These include, but are not limited to Cambridge Checkpoint, Cambridge IGCSE, IB Diploma exams.

- Evidence of misconduct during official externally graded or moderated external assessments, or any other document submitted externally by the school on behalf of the student, should be immediately reported to the IB Diploma Coordinator or Deputy Principal.
- The IB or Cambridge academic misconduct procedure will be followed.

Cambridge Guidelines:

External examinations:

Students are expected to adhere to the following:

- To bring into the examination venue only authorized materials.
- **Unauthorized materials** include the following (this is a non-exhaustive list):
 - calculator cases
 - instruction leaflets
 - bags
 - own blank paper
 - non-transparent pencil cases
 - personal TVs
 - computers of any sort
 - electronic or radio communication or recording devices
 - mobile telephones
 - cameras
 - Bluetooth headsets

- portable music players
- smartwatches
- All electronic devices must be switched off and left outside the examination room
- Other types of unauthorized material must be either left outside the examination room or handed to the invigilator (and placed out of reach of candidates) before the start of the examination.
- Calculators with the following facilities are **prohibited** unless specifically stated otherwise in the syllabus:
 - graphic display
 - data banks
 - dictionaries or language translators
 - retrieval or manipulation of text or formulae
 - QWERTY keyboards
 - built-in symbolic algebraic manipulatives, differentiation or integration
 - capability of remote communication with other machines

Internal assessments or coursework:

Students are reminded to exercise academic integrity and integrity

The following actions are regarded as forms of **malpractice** (non-exhaustive list)

- Plagiarism; the failure to acknowledge sources properly and/or the submission of another person's work as if it were the candidate's own
- Collusion; working collaboratively with other candidates
- Theft of another candidate's work
- The deliberate destruction (partial or total) of another candidate's work

Penalties for Malpractice:

Cambridge International Examinations (CIE) may impose the following penalties for malpractice by candidates:

- issue a warning
- deduct marks or award no marks for a component (including coursework)
- disqualify candidates from the subject in which the malpractice took place; in some cases the disqualification may be extended to all subjects taken in a session
- ban a candidate from entering CIE examinations for up to five years
- inform other examining bodies of the details of the case and action taken
- inform the police in some serious cases involving theft, impersonation or the falsification of documents.

Adapted from Cambridge Handbook (international) regulations for conduction Cambridge examinations [Preventing plagiarism - guidance for teachers](#)

IB Guidelines:

IB Diploma Programme supplement to existing Plagiarism and Academic Misconduct:

A. Rationale for supplement:

In accordance with the MEFIS Board Policy 8.4 Student Conduct and Academic Misconduct Guidelines currently in use at MEF International School, academic misconduct has been further defined in this document. The procedures taken by the administration and the teaching staff in the IB Diploma Programme in case of documented plagiarism and academic misconduct on formative and summative assessments are established in this amendment. The MEF International School “Academic Misconduct Guidelines” procedure stipulates that IBO guidelines will be followed. Further articulation of IBO guidelines is the purpose of this supplement. The IBO plagiarism and misconduct policy contained in the “Academic Integrity” guide for the Diploma Programme published by the IBO is referenced in this document.

B. Amendment to procedure:

‘Malpractice’ includes plagiarism, collusion, misconduct during an exam, and duplication of another’s work on official IB examinations and internal/external assessments.

1. If a candidate is found guilty of malpractice by the IBO, penalties are imposed in order to ensure that an IB diploma candidate does not gain an unfair advantage, to maintain the integrity of an IB DP examination session, and/or to encourage other candidates from taking the same action.
2. A committee formed by the IBO will not take into account the consequences of imposing a penalty; the penalty will be imposed according to the nature of the offense. The committee will take into consideration the information presented by teachers and the Diploma Coordinator on the case.
3. When judging a case of alleged malpractice, the committee will disregard the registration category of the candidate. If a candidate is found guilty, the aim is to penalize the candidate only for the subject in which he or she has been found guilty of malpractice. For example, if a retake candidate is guilty of malpractice in one subject the grade for that subject obtained in a previous session will be carried over to the current session and any higher grades in other retake subjects will be counted in the current session.
4. Work submitted by a candidate for assessment may contravene standard academic practice by failing to acknowledge the ideas or words of another person using quotation marks (or some other accepted practice). However, if there is some attempt by the candidate to acknowledge the source in the bibliography, the final award committee may designate a case of this type an ‘academic infringement’ and not malpractice. The judgment as to whether academic infringement is the appropriate decision will be partly based on the quantity of text (or other media) that has been copied by the candidate.

5. If the final award committee decides that an academic infringement has been established, no mark will be awarded for the component or part(s) of the component. The candidate will still be eligible for a grade in the subject or diploma requirement concerned. No further penalty will be imposed and the case will not be recorded as malpractice. In such a case, the decision regarding academic infringement will be communicated to the IB Coordinator.

- If the final award committee decides that a case of malpractice has been established, no grade will be awarded in the subject concerned. In the case of a diploma candidate, the consequence is that no diploma will be awarded to the candidate. However, a certificate of results will be awarded for other subjects in which no malpractice has occurred.
- If a candidate is found guilty of malpractice in his or her third attempt at achieving the diploma or improving the number of points for the diploma, the candidate will not be permitted a fourth examination session in which to achieve the diploma or improve the number of diploma points.
- If a candidate is found guilty of malpractice the candidate will be permitted to register for future examinations at least one year after the session in which malpractice was established.
- If a candidate is found guilty of malpractice in the production of one (or more) of several assignments required for a component, the candidate is not eligible for a mark based on his or her performance in the remaining assignments for the component: no grade will be awarded for the subject. For example, the internal assessment requirement for a subject may require a portfolio of four separate assignments. If a candidate is found to have plagiarized all or part of one assignment, a mark for his or her internal assessment will not be based on the remaining three assignments: no grade will be awarded for the subject.
- If a case of malpractice is very serious, either because of its nature or because the candidate has already been found guilty of malpractice in a previous session, the final award committee may decide that the candidate will not be permitted to register for examinations in any future session.
- An IB diploma, or a certificate, may be withdrawn from a candidate at any time if malpractice is subsequently established.
- Although a case may not warrant a penalty against one or more candidates, on occasion a letter may be sent to the Head of School on behalf of the final award committee insisting that greater care be taken to avoid a similar incident occurring again.

The above twelve points are written with the guidance of [IB Academic Integrity](#) policy

Further Diploma Programme practices at MEF Schools of Turkey to prevent plagiarism and malpractice:

All IB Diploma Programme students and teaching staff will receive on an annual basis instruction on what constitutes plagiarism and how to reference citations using Modern Language Association (MLA) formatting.

All IB Cambridge and Diploma Programme assessments – both internal and external assessments – are to be moderated within departments to ensure the authenticity of the student work and consistency of teacher marking before being submitted to the IB Diploma Coordinator.

In order to ensure that all IB students are aware of the expectations of Academic integrity and the consequences of Academic Malpractice, every candidate will be required to read and sign the below forms:

IB Diploma Programme

Internal Assessment Academic Integrity Form

All IB learners strive to be 'principled' acting with 'integrity and integrity', with a strong sense of justice and respect for the individual, groups and individuals.

This form must be completed and submitted to your teacher electronically as an additional document to your Internal Assessment.

Student Name:	<input type="text"/>	Year:	<input type="text"/>
Subject:	<input type="text"/>	Date submitted:	<input type="text"/>
Title of Written Task:	<input type="text"/>		

Read the following statement carefully and sign before submitting this form.

I am aware that all work submitted must be **entirely my own work and in my own words**. Where the ideas or work of another person are represented within my work, the source(s) of those ideas or the work have been fully and appropriately acknowledged.

I am aware that I may be required to do the following to justify my results:

- Discuss my work with the teacher
- Explain my methods and summarize my results
- Repeat the same/similar task for a separate set of data
- Produce a list of resources used to obtain my results

I am aware that academic misconduct includes:

- **Plagiarism:** The representation of the ideas or work of another person as your own.
- **Collusion:** Supporting malpractice by another candidate, for example, allowing your work to be copied or submitted for assessment by someone else.
- **Duplication of work:** The presentation of the same work for different assessment components and/or diploma requirements.

Note: Submitting work that is not your own is considered malpractice by the IB and grounds for disqualification from the Diploma Programme.

Signed:	<input type="text"/>	Date:	<input type="text"/>
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Cambridge Assessment International Education Programme

Academic Integrity Form

All IGCSE learners strive to be 'principled' acting with 'integrity and integrity', with a strong sense of justice and respect for the individual, groups and individuals.

This form must be completed and submitted to the IGCSE Curriculum Coordinator at the start of the year

Student Name:

Year:

Read the following statement carefully and sign before submitting this form.

I am aware that all work submitted throughout the year must be **entirely my own work and in my own words**. Where the ideas or work of another person are represented within my work, the source(s) of those ideas or the work have been fully and appropriately acknowledged.

I am aware that I may be required to do the following to justify my results:

- Discuss my work with the teacher
- Explain my methods and summarize my results
- Repeat the same/similar task for a separate set of data
- Produce a list of resources used to obtain my results

I am aware that academic misconduct includes:

- **Plagiarism:** The representation of the ideas or work of another person as your own.
- **Collusion:** Supporting malpractice by another candidate, for example, allowing your work to be copied or submitted for assessment by someone else.
- **Duplication of work:** The presentation of the same work for different assessment components and/or diploma requirements.

Note: Submitting work that is not your own is considered malpractice by Cambridge and i grounds for disqualification from the IGCSE Curriculum.

Signed:

Date:

IB Diploma Programme

Extended Essay

Academic integrity Form

All IB learners strive to be 'principled' acting with 'integrity and integrity', with a strong sense of justice and respect for the individual, groups and individuals.

This form must be completed and submitted to the Extended Essay Coordinator at the start of the year

Student Name:

Year:

Read the following statement carefully and sign before submitting this form.

Extended Essay subject:

A. I hereby recognize that as a student undertaking an Extended Essay as part of my IB Diploma or Diploma courses it is my responsibility to:

- read the [Extended Essay handbook](#) (in Google Classroom)
- read the [subject-specific guidelines](#) for my chosen Extended Essay subject (link to Google folder)
- adhere to **deadlines** and **meeting requests** specified by the EE Coordinator and my supervisor
- adhere to all policies relating to **academic integrity**, especially with regards to the referencing of all source material used in my Extended Essay, and agree that **any breaches with regards to academic integrity are my responsibility**
- adhere to the IB's [ethical guidelines](#) at all times

B. I hereby also acknowledge that my supervisor's responsibility is to:

- provide encouragement and advice specific to the subject/topic chosen
- provide general guidance with regards to appropriate research skills
- validate the originality of my work (you will need to upload on ManageBac and Turnitin)
- provide me with one piece of formal feedback (on the first Rough Draft **June 10** before summer break)
- complete the supervisory report/sign my Reflections on Planning and Progress form [RPPF]

C. I hereby also acknowledge that my supervisor's responsibility is **not** to:

- tell me what to write or to provide me with a research question
- provide me with the research or source material
- edit my work [including annotating writing and/or checking my research findings]
- spend more than five hours [cumulative] supervising my EE

D. I understand that my supervisor, although striving to support me in the best possible way, cannot guarantee a specific grade.

E. I recognize and agree that no grade will be awarded for the Extended Essay if I am found in breach of the rules governing academic integrity.

F. Finally, I understand that in order to be eligible for an International Baccalaureate Programme Diploma, or an International Baccalaureate Certificate for completion of the Extended Essay, the final last late-late date for turning in **the first full draft** to my supervisor and EE Coordinator is **January 9, 2023**.

Essays turned in after that date will be on academic probation.

Normal deadlines: Rough draft due TBA → 1st full draft TBA → 2nd draft with revisions TBA

Signed: Date:

Works Cited

“The IB program continuum of international education Effective Citing and Referencing”. Publication. Cardiff: International Baccalaureate Organization, 2014. Print.

“Academic integrity” guide for the Diploma Programme published by the IBO. Web.

Document History		
Date	Details	Responsible
June 2015	Policy created	Figen Sonmez
May 2022	Policy updated	Beliz Kearin
Sept 2022	Policy updated	Beliz Kearin, EE Coordinator
Oct 2022	Policy updated	Teachers