AFFILIATED SCHOOL OF JNU
For Hong Kong & Macao Students
广州暨大港澳子弟学校

Academic Integrity Policy (PYP & MYP)
学术诚信政策

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CONTENT 目錄

1. *Purpose of the Academic Integrity Policy*

Affiliated School of JNU for HK & Macao Students (ASJ) seeks to provide a rigorous academic programme of study that strives to challenge and inspire students in all curriculum areas, and in doing so, provide them with the opportunity to achieve their full potential. It is the aim of ASJ to facilitate the growth of its students to become principled, open-minded and balanced role models both within ASJ and in the wider global community.

The purpose of this policy is to provide both the students and their parents with a clear understanding of the key requirements of "Academic Honesty" across the ASJ programmes. Academic Honesty refers to the process and the means by which a student produces an original piece of work that acknowledges the thoughts and contributions of others.

2. *Philosophy*

Academic integrity is valued highly by the school, by the IB and by universities and employers. Academic malpractice is viewed as a serious transgression of the values which seeks to impart and uphold. There can be no tolerance of deliberate academic misconduct.

In pursuing and promoting academic honesty amongst students and staff, ASJ aims to instil values central to both the school's mission statement and the stated goals of the IB learner profile; that is, we aim to develop students who are resourceful, principled and honest. In this respect, the school acknowledges the key importance in developing students who are skilled and knowledgeable in terms of researching, using and acknowledging the intellectual property of others.

What is academic integrity?

Academic integrity refers to:

- Proper conduct in relation to examinations
- The full acknowledgement of the original authorship and ownership of creative material
- The production of 'authentic' pieces of work
- The protection of all forms of intellectual property – which include forms of intellectual and creative expression, as well as patents, registered designs, trademarks, moral rights and copyright.

Student academic misconduct

Academic misconduct is defined as behaviour, whether deliberate or inadvertent, that results in or may result in the candidate or any other candidate gaining an unfair advantage in one or more components of assessment.

Academic misconduct may include but is not limited to:

- *Plagiarism*: the representation, intentionally or unwittingly, of the ideas, words or work of another person without proper, clear, and explicit referencing
- *Collusion*: Supporting academic misconduct by another candidate – allowing one's work to be copied or submitted for assessment by another
- *Duplication of work*: The presentation of the same work for different parts of the Diploma. (An example would involve submitting the same piece of work for a History Extended Essay and the History InternalAssessment)
- *Making up data* for an assignment
- *Taking unauthorised material* into the examination room, including a mobile phone, an electronic device, wearable technology, smart watches or other form of smart technology, own rough paper, notes…

- *Misbehaving during an exam*, including any attempt to disrupt the examination or distract another candidate
- *Copying the work* of another candidate
- Referring to, or attempting to refer to, unauthorised material that is related to the examination
- *Failing to comply with the instructions* of the invigilator or other member of the school's staff responsible for the conduct of an examination
- Impersonating another candidate
- Including offensive material in a script
- *Stealing* examination papers
- Disclosing or discussing the content of an examination paper with a person outside the immediate community within 24 hours after the examination
- Using an unauthorised calculator during an examination
- Concealing and/or using unauthorised software on a graphic calculator, particularly, but not only, during examinations

Staff academic misconduct
- Unauthorised rescheduling of exams;
- Failing to keep examination papers secure;
- Opening examination packets prior to the exam;
- Providing students with undue assistance in the production of any work (written or oral), where that task contributes to a student's final grade;
- Leaving students unsupervised in exams;
- Releasing the examination paper or disclosing its content, within 24 hours after the examination;
- Not taking reasonable steps to ensure the authenticity of students' work.

3. *Roles and Responsibilities*

School Administration
- All ASJ students and their parents/guardians are made aware of the ASJ Academic Integrity requirements;
- All Coordinators and teachers are responsible for the implementation of the Academic Integrity Policy;
- ASJ establishes a school culture that actively encourages academic integrity;
- The school librarian takes an active role "in supporting students in locating, evaluating and using information "(Diploma Programme Academic honesty, 2019 p9) to ensure ethical academic practice and meet requirements of this policy;
- ASJ promotes the IB Learner Profile so that staff and students act with integrity and honesty (Academic honesty in the IB educational context, 2019, p.3);
- ASJ incorporates ATL (Approaches to Learning) skills in all programmes offered (PYP & MYP) which promote academic integrity;
- Students understand all the consequences if they are found to have breached the requirements of academic integrity.

Teachers

It is the responsibility of all teachers to support students' in the preparation of their work for assessment and to ensure that all students' work comply with the requirements of the relevant program guide.

Teachers ensure:

- All work accepted from students, either for internal assessment or external moderation is, to the best of their knowledge, the student's own authentic work and adheres to prescribed standards of academic writing. On submission of assessments, teachers must determine if there are any academic integrity issues. If issues are detected, teachers must immediately follow the steps set out in this policy;
- They are role models in terms of academic practice. This includes being knowledgeable of all requirements of Academic Integrity. They should enforce academic integrity standards for all work set;
- When there is student collaboration for a task, it is clearly explained to students that the final work must be completed independently. Additionally, teachers must be diligent in assisting students to ensure the work submitted is their own;
- Students are explicitly taught Approaches to Learning and the practices and standards which constitute academic integrity;
- All assessment tasks use a plagiarism tool to check for authenticity;
- Clear guidelines are provided and advice given, on the parameters and requirements of assessment tasks;
- Where malpractice is detected, the guidelines set out in this policy are followed.

Students

Students should be aware that there are powerful authenticity checking systems and all work submitted in school samples will be checked.

All students must ensure:

- All work submitted for assessment is authentic, with any referencing of outside work, paraphrasing and quoting properly cited;
- They actively seek clarification, either from the subject teacher or from the school librarian, with regard to any uncertainty relating to acknowledgement of sources or the requirements of assessment tasks;
- All work for submission to the IB is checked using a plagiarism programme as part of the submission process for all ASJ assignments;
- They use a process journal, whenever appropriate, to help validate the authenticity of their work (PYP exhibition, MYP projects, Visual Arts, Design etc.)

4. Procedures

All suspected cases of academic malpractice will be referred to the relevant Coordinator (PYP/MYP). The matter will be investigated in consultation with the referring teacher.

PYP

Where appropriate, the PYP student will be:

- Given the opportunity to explain or describe the situation;
- Supported in identifying what form of academic dishonesty has taken place;
- Involved in a conversation about the form of action that should take place to rectify the situation;
- In the case of referencing mistakes, a student will be assisted in learning how to correctly reference
- their source or sources.
- The Head of Primary may also be informed

MYP

- The student will be informed of the investigation and given a chance to respond;
- The Head of Secondary will also be informed;
- It is the discretion of the relevant Coordinator, in consultation with the Head of Secondary, as to whether the student's parents will be informed of the investigation.
- If evidence of malpractice is found, the Coordinator will make a recommendation to the Head of Secondary as to the degree and intent of the infringement. The student's parents must be informed of the investigation;
- The outcome of the case will be decided through consultation between the Coordinator and Head of Secondary.
- Any secondary student found to be academically dishonest will have a record put into his or her file and their parents informed.

5. Conventions for citing and acknowledging original authorship

The IB does not prescribe any specific formatting and styling systems. Students must, however, use and consistently apply their chosen style for their task. ASJ adopts a flexible approach to the choice of citation and formatting guides. APA and MLA are two examples that are used by students and guidance on both of these are available at the following link.
http://www.easybib.com/guides/citation-guides/

6. Policy Review Process

The Academic Integrity Policy is available to all staff, students, and families. It's regularly communicated to the whole school community.
This policy document will be constantly monitored. It will be reviewed as and when the coordinators deem it to be necessary, but certainly no later than 5 years from the date of publication. Programme coordinators will ensure its implementation through planning meetings, classroom visits and appraisals.

1. 学术诚信政策的目的

广州暨大港澳子弟学校为香港和澳门学生（ASJ）致力于提供严谨的学术课程，力求在所有课程领域挑战和激励学生，从而为他们提供实现其全部潜力的机会。ASJ 的目标是促进学生的成长，不仅在 ASJ，而在更广泛的全球社区中成为具有原则、开明和平衡的楷模。

本政策的目的是向学生及其家长清楚说明 ASJ 课程中"学术诚信"的关键要求。学术诚信是指学生创作原创作品并承认他人的思想和贡献的过程和方式。

2. 理念

学术诚信在学校、IB 组织、大学和雇主中都受到高度重视。学术不端行为被视为违背所希望传授和维护的价值观的严重行为。对故意的学术不端行为绝对不能容忍。

在促进学生和教职员工之间的学术诚信的过程中，ASJ 旨在灌输与学校使命声明和 IB 学习者概要所阐明目标核心相关的价值观；也就是说，我们旨在培养富有资源、有原则和诚实的学生。在这方面，学校认识到培养擅长且知识渊博的学生，他们能够研究、使用和承认他人的知识产权的重要性。

学术诚信是指
- 在考试中的适当行为
- 对创意作品的原始作者身份和所有权的充分承认
- 创作"真实"的作品
- 保护各种形式的知识产权 – 包括知识和创造性表达形式，以及专利、注册设计、商标、道德权利和版权。

学生学术不端行为
学术不端行为被定义为一种行为，不管是故意还是无意，其结果是或可能导致考生或其他考生在一个或多个评估组成部分中获得不公平的优势。学术不端行为可能包括但不限于：

- 抄袭：故意或无意地代表另一个人的想法、文字或作品，而没有适当、清晰、明确地引用来源
- 共谋：支持其他考生的学术不端行为，允许别人复制自己的作业或提交他人评估
- 重复作业：在文凭的不同部分提交相同的作品。（例如，将相同的作品提交为历史扩展论文和历史内部评估的案例）
- 为作业捏造数据
- 携带未经授权的材料进入考场，包括手机、电子设备、可穿戴技术、智能手表等
- 考试期间行为不端，包括任何试图扰乱考试或分散其他考生注意力的行为
- 抄袭其他考生的作业
- 参考或试图参考与考试相关的未经授权的资料
- 不遵守监考员或学校工作人员在考试中负责纪律的指示
- 冒充其他考生
- 在答卷中包含攻击性材料

- 偷窃考卷
- 在考试后 24 小时内向社区外的人透露或讨论考卷内容
- 在考试中使用未经授权的计算器
- 在图形计算器上隐藏和/或使用未经授权的软件，特别是在考试期间

教职员工学术不端行为
- 未经授权地重新安排考试时间；
- 未能保管好考卷；
- 在考试前拆开考试包裹；
- 在任何作业（书面或口头）的制作中给予学生不当的帮助，而该作业对学生的最终成绩有贡献；
- 让学生在考试中无人监督；
- 在考试后 24 小时内发布考卷或透露其内容；
- 未采取合理措施确保学生作业的真实性。

3. 角色与责任

学校管理部门
- 确保所有 ASJ 学生及其家长/监护人了解 ASJ 学术诚信要求；
- 所有协调员和教师负责执行学术诚信政策；
- ASJ 建立积极鼓励学术诚信的校园文化；
- 学校图书管理员积极参与"支持学生查找、评估和使用信息"（《文凭课程学术诚实守则》，2019 年，第 9 页），以确保学术道德实践并满足本政策的要求；
- ASJ 推广 IB 学习者特质，以使教职员工和学生表现出诚信和诚实（《IB 教育背景下的学术诚实》，2019 年，第 3 页）；
- ASJ 在所有提供的课程（PYP 和 MYP）中融入 ATL（学习方法）技能，以促进学术诚信；
- 学生了解如果发现违反学术诚信要求的后果。

教师
所有教师有责任支持学生准备他们的作业以供评估，并确保所有学生的作业符合相关课程指南的要求。

教师确保:

- 接受学生提交的所有作业，无论是内部评估还是外部审核，都是他们真实的独立作品，并符合学术写作的规定标准。在提交评估时，教师必须确定是否存在任何学术诚信问题。如果检测到问题，教师必须立即按照本政策中的步骤进行处理；

- 他们在学术实践方面是榜样。这包括了解所有学术诚信的要求。他们应该为所有作业执行学术诚信标准；
- 当学生合作完成任务时，必须向学生明确解释最终作业必须独立完成。此外，教师必须勤勉地协助学生确保提交的作业是他们自己完成的。当学生合作完成任务时，必须明确向学生解释最终作业必须独立完成。此外，教师必须勤勉地协助学生确保提交的作业是他们自己完成的；
- 学生明确学习学习方法，并学习构成学术诚信的实践和标准；
- 所有评估任务都使用检查真实性的抄袭工具；
- 提供明确的指导，并就评估任务的范围和要求提供建议；
- 一旦发现违规行为，将遵循本政策中制定的指南。

学生

学生应该意识到学校有强大的真实性检查系统，并且所有提交的作业都将进行检查。

所有学生必须确保：

- 所有提交的评估作业都是真实的，任何引用外部作业、改写和引述都必须得到适当的引用；
- 对于任何有关承认来源或评估任务要求的不确定性，他们应主动向学科老师或学校图书管理员寻求澄清；
- 所有提交给 IB 的作业都将在提交过程中使用检测抄袭的程序进行检查，适用于所有 ASJ 的作业；
- 他们在适当时使用过程记录，以帮助验证他们作业的真实性（例如 PYP 展示、MYP 项目、视觉艺术、设计等）

4. 处理流程

所有涉嫌学术不端行为的案件将会被转交给相关的协调员（PYP/MYP）。此事将在与报告老师协商后展开调查。

PYP

适当时，PYP 学生将会：
- 获得解释或描述情况的机会；
- 得到支持，帮助确定发生了何种形式的学术不诚实行为；
- 参与讨论应采取何种行动来纠正情况；
- 在引用错误的情况下，将获得帮助学习如何正确引用他们的来源或资料。
- 可能也会通知小学部主任。

MYP

- 学生将被告知调查情况并有机会做出回应；
- 也会通知中学部主任；
- 是否通知学生的父母将由相关协调员酌情决定，并在与中学部主任协商后确定。
- 如果发现学术不端行为的证据，协调员将向中学部主任建议关于违规程度和意图的建议。必须通知学生的父母进行调查；
- 案件的结果将通过协调员和中学部主任的磋商决定。
- 发现有学术不诚实行为的中学生将在其档案中有记录，并通知他们的父母。

5. 引用和承认原作者的惯例

国际文凭组织并未规定任何特定的格式和样式系统。然而，学生必须选择并始终应用他们选择的风格来完成他们的任务。ASJ 对引文和格式指南的选择采取了灵活的态度。APA 和 MLA 是两个学生常用的示例，有关这两种引文风格的指导可以在以下链接找到。
http://www.easybib.com/guides/citation-guides/

6. 政策审核流程

学术诚信政策可供所有教职员工、学生和家庭查阅。该政策会定期向整个学校社区传达。该政策文件将受到持续监督。在协调员认为有必要时，将对其进行审查，但绝对不会晚于发布日期后的 5 年。项目协调员将通过规划会议、课堂访问和评估来确保其实施。