

## **ACADEMIC HONESTY**

At SIS we value honesty and academic integrity. We encourage all students to conduct themselves in a responsible way. SIS believes that academic and personal honesty are extremely important and are a fundamental part of a student's education. SIS expects that students will demonstrate academic honesty at all times. Academic dishonesty is generally defined as cheating and the school will discipline students appropriately.

### **Definitions of academic dishonesty**

- Plagiarism - this is taking ideas or anything that has been produced by somebody else and claiming it is your own work. Any material that comes from another source must be credited using the school
- referencing policy (see attached)
- Cheating - this includes using another student's work and claiming it as your own, communicating with another candidate in a test or exam, bringing unauthorized material into an exam room and consulting such material during an exam, or gaining unauthorized access to exam papers.
- Duplication - it is forbidden to submit the same piece of work for more than one assessment.
- Fabrication - all data which is presented by students must be authentic and original.
- Collusion - helping another student to be academically dishonest.

### **The role of tutors and parents**

Students should show the above guidelines to parents or tutors who help them with their work. It is important that a student and his/her tutor take joint responsibility for the authenticity of any school assignment on which they work together. The students themselves must come up with the initial ideas and written work. The tutor's role is only to comment on the student's ideas and written work. Any assignment which is more the work of the tutor than of the student is unacceptable.

### **Preventing Academic Dishonesty**

SIS will prevent academic dishonesty in the following ways:

- Using computer technology to find out whether students have copied something directly from the Internet
- Sending student work to external bodies for checking
- Teachers discussing students work with each other

### **Students can prevent academic dishonesty in the following ways:**

- It is OK to use ideas from someone else as long as you give that person credit for those ideas. Make sure always to credit where you got the information you are using.
- When you do research keep good records of where you have found the information you will use.
- Always include a list of references at the end of a project or piece of assessed work.
- It is recommended that students keep all rough notes and drafts that they produce in order to be able to defend themselves against any possible charges of academic dishonesty.

### **Procedures for dealing with Academic Dishonesty**

#### **Investigation**

If a member of staff suspects that a student has breached the school's Academic Honesty Policy they will inform the relevant school coordinator. They will investigate the matter and the student will be informed. The student will then be given the chance to reply to the accusations and if the student is found not guilty of dishonesty then no record will be made. If, on the other hand, it *can* be shown that inappropriate work has been submitted then the school will impose an appropriate sanction.

### **Consequences**

There are very serious consequences imposed by CIE and the school. Students who are found to have submitted plagiarized or dishonestly produced academic work assessed by these bodies will fail to receive a grade in the subject concerned and may be disqualified from all subject examinations. Additionally, in serious cases, the school may begin internal sanction procedures.

---

### **SIS ACADEMIC HONESTY CONTRACT**

I have read and fully understand the STRAITS INTERNATIONAL SCHOOL, PENANG, MALAYSIA'S Academic Honesty Policy.

By signing this document, I declare that I have a full understanding of what is considered to be academic dishonesty. I am aware of the consequences of academic dishonesty at Straits International School.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student's printed name: \_\_\_\_\_

I have discussed this policy with my child. I understand and support the school policy on academic dishonesty.

Guardian / Parent's signature: \_\_\_\_\_ Date: \_\_\_\_\_