



SMK PUTRAJAYA PRESINT 9(2)
INTERNATIONAL BACCALAUREATE MIDDLE YEARS PROGRAMME
ACADEMIC HONESTY POLICY

INTRODUCTION

This Academic honesty policy delineates the responsibilities of administrators, teachers, students and parents on academic honesty. As a fundamental principle for the school, academic honesty is highly valued and seriously regarded at SMK Putrajaya Presint 9(2). The school strives to serve the changing needs of society with absolute integrity and a high standard of individual honour. Each student shall maintain academic honesty in the conduct of his or her learning activities at SMK Putrajaya Presint 9(2) and all other members of the school community are required to support the provisions of this policy.

In accordance with the IB Learner Profile, students and all members of the school community must strive to be “principled” with “integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere”. This should be demonstrated through the student’s work, which not only should reflect their own creativity, and abilities but also their capabilities to acknowledge the contribution of others of special significance is an understanding of the concept of intellectual property.

OBJECTIVES

- I. to encourage a dynamic and honest intellectual climate based on the academic integrity of all members of the school.
- II. To develop an intellectual school community in which all members are motivated by ethical values and appreciation of lifelong learning.
- III. To ensure all students undertake all forms of work honestly
- IV. To take appropriate and equitable action to manage dishonest student behaviour.

DEFINITIONS

i. Being Academically Honest is defined as producing an authentic piece of work based on one's original ideas and work of others fully acknowledged.

ii. Intellectual Property refers to creations of the mind: inventions, literary and artistic works, and symbols, names, images and designs used commercially. This would include different forms of property rights, such as patents, registered designs, trademarks and copyright. Rights related to copyright include literary and artistic works in novels, poems,

plays, films, musical works, drawing, paintings, photographs, sculptures and architectural designs. Forms of intellectual and creative expression must be respected and are protected by law.

ACADEMIC DISHONESTY

The following are the definitions of the malpractice considered as academic dishonesty:

i. Plagiarism is defined as the representation, intentionally or unwittingly, of ideas, words or work of another person without proper, clear and explicit acknowledgement

ii. Collusion is defined as supporting academic misconduct by another student, as in allowing one's work to be copied or submitted for assessment by another.

(FPIP 2014:94)

iii. Cheating is defined as an act of deceit, fraud, distortion of truth or improper use of another person's effort to obtain an educational advantage.

vi. Fabrication is defined as falsification or invention of any information or citation in an academic work.

LEGITIMATE COLLABORATION AND COLLUSION

SMK Putrajaya Presint 9(2) acknowledges that students are required to do certain tasks and projects in groups. However, students may be expected to analyse data and do the write up individually. Collaborative projects require special effort to ensure equal input from group members

ACADEMIC INFRINGEMENT

Academic infringement occurs when a student has acknowledged the source of another person's work but has not shown it clearly in his part of his written work or essay. Academic infringement as such is not a malpractice. However, it is up to the school to consider it as a malpractice if the amount of work copied is excessive.

SCOPE

This Policy applies to all community members of SMK Putrajaya Presint 9(2).

ADMINISTRATORS' RESPONSIBILITIES

- I. Have a discussion of academic honesty, expectations and consequences within the meetings in order to maintain consistency and uniformity.
- II. Use appropriate mechanisms to advise teachers and students of the Policy.
- III. Develop strategies that reduce opportunities for academic dishonesty
- IV. Review the policy at appropriate intervals.

TEACHERS' RESPONSIBILITIES

- i. Provide guidance to students by giving specific requirements as well as written examples of proper citation of a variety of sources in all subject areas.
- ii. Reinforce academic honesty by providing assessment tasks that require inquiry and creativity.
- iii. Monitor students' work in progress to ensure academic honesty is practised
- iv. Support and act on the academic honesty policy by being a role model in practicing appropriate citation of resources during lessons and presentations.
- v. Explain consequences of academic dishonesty that align with policy.

STUDENTS' RESPONSIBILITIES

- i. Responsible for completing their own work and engaging in authentic research, with proper citation of resource materials.
- ii. Adhere to both SMKPP 9(2) and IB ethical guidelines and act with integrity and honesty.
- iii. Take responsibility for their own actions and accept the consequences of academic dishonesty.

PARENTS' RESPONSIBILITIES

- i. Develop an understanding of academic honesty in the school setting and beyond.
- ii. Encourage their children to adhere to the school's academic honesty policy.

CONSEQUENCES OF ACADEMIC DISHONESTY

- i. Consequences for academic dishonesty are addressed in the school's discipline policy and shall be handled accordingly.
- ii. Any case of academic dishonesty will be dealt with by procedures which would ensure equity; consistency, procedural fairness, timely resolution of the case and achievement of appropriate and effective outcomes.
- iii. List of penalties to students in the event of academic dishonesty are as follows :
 1. Plagiarism, Collusion, Cheating, Fabrication dealt by subject teacher and referred to disciplinary board. Parents are also informed. Student is asked to redo work, or similar work, in an honest way, and, if it is not done, a zero is awarded to the task.
 2. Attempt to cheat during summative tests dealt by subject teacher and disciplinary board. Parents will be informed of misdemeanour and it will be recorded by the disciplinary board. Students must re sit the paper under strict invigilation

REFERENCING AND BIBLIOGRAPHY

SMK Putrajaya Presint 9(2) uses the American Psychological Associations (APA) system of reference and bibliography.

There are many sources of information that students can quote from – the internet, magazines, journals, books and newspapers. While conducting their research, students must try to use different types of resources and not be dependent on only one resource – for example online resources. Students must also ensure that their resources are reliable. This is especially true if they are quoting online resources.

Below are some examples of the sources students might come across and the manner of acknowledging them in bibliography.

Sources of information:

A) JOURNALS, MAGAZINES, NEWSPAPERS IN PRINT FORMAT

General Form

Author, A. A, Author, B. B., & Author, C. C. (Year). Title of article.

Title of Journal, xx, xxx-xxx.

Note: The journal title and the volume number are in italics. Issue numbers are not required if the journal is continuously paged. If paged individually, the issue number is required and is in regular type in parentheses adjacent to the volume number.

Journal Article with continuous paging

Miller-Rushing, A.J., Primack R.B., & Muckunda, S. (2006). Photographs and herbarium specimen as tools to document phonological changes in response to global warming. *American Journal of Botany*, 93, 1667-1674

In-text reference: (Miller-Rushing, Primack, Primack, & Mukunda, 2006)

One Author

Amran Kasimin, (1978). Perbendaharaan Kata Arab dalam Bahasa Malaysia: *Jurnal Dewan Bahasa* 2 (12), 846-854. Kuala Lumpur: Dewan Bahasa dan Pustaka.

In-text reference: (Amran, 1978)

Two to seven Authors (List all authors)

Masarican, S. & Mahmood Nazar Mohamed. (1994). Fenomena Keruntuhan Akhlak Remaja: Trend, Punca dan Penyelesaian. *Jurnal Kebajikan* 16(1).

In-text reference: (Masarican & Mahmood, 1994)

Magazine article

Allen, L. (2004, August). Will Tuvalu disappear beneath the sea? Global warming threatens to swamp a small island nation. *Smithsonian*, 35(5), 44-52

In-text reference: (Allen, 2004)

B) BOOKS, CHAPTERS IN A BOOK, REPORT

General form

Author, A. A. (Year). *Title of work*. Location: Publisher

Book with a single author

Gore, A. (2006), *An inconvenient truth: The planetary emergency of global warming and what we can do about it*. Emmaus, PA: Rodale

In-text reference: (Gore, 2006)

Book with two authors

Michaels, P.J., & Balling, R.C., Jr. (2000). *The gases: Clearing the air about global warming*. Washington, DC. Cato Institute

In-text reference: (Michaels & Balling, 2000)

Book with editor as author

Galley, K.E (Ed). (2004). *Global climate change and wildlife in North America*. Bethesda, MD: Wildlife Society

In-text reference: (Galley, 2004)

Articles in Reference Book

Schneider, S.H. (2000). Greenhouse effect. *World book encyclopedia* (Millennium ed. Vol 8, pp 382-383). Chicago IL: World Book

In-text reference: (Schneider, 2000)

C) WEBSITE

General Form

Author, A. A. (Year). *Title of work*. Retrieved from *web address*

a) Gelspan, R. (2007). *The Heat Is Online*. Green House Network. Retrieved from The Heat Is Online Website: <http://www.heatisonline.org>

In-text reference: (Gelspan, 2007)

b) United States Environmental Protection Agency. (2007, May 4). *Climate Change*. Retrieved From the Environmental Protection Agency website: <http://www.epa.gov/climatechange>

In-text reference: (United States Environment, 2007)

(FingerLakes Charles J.eder Library, 2011)