

Revision Date: (1) 29.03.2022, (2) 30.06.2025

NESİBE AYDIN SCHOOLS

ACADEMIC INTEGRITY POLICY

Chapter One

Purpose, Scope, Basis and Definitions

Aim:

ARTICLE 1- (1) The purpose of this Directive is to ensure that school stakeholders speak the “same language” in all academic processes such as exams, performance and projects at Nesibe Aydın Schools.

Scope:

ARTICLE 2 - (1) This Directive covers the academic Integrity principles of primary, secondary and high school students of Nesibe Aydın Schools.

Rest:

ARTICLE 3 - (1) This Directive has been prepared based on the Ministry of National Education Curriculum, International Baccalaureate Programs, International Baccalaureate Diploma Program Academic Integrity Directive, Cambridge Assessment International Education Plagiarism Prevention Guidance for Teachers and Cambridge Assessment International Education Information for Candidates document.

Directive Committee Members:

ARTICLE 4 - (1) The Directive Committee consists of the Cambridge Assessment International Education IGCSE Coordinator, the International Baccalaureate Diploma Program Coordinator, the International Baccalaureate Primary Years Program Coordinator, the

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IB School Code: 49668 School CEEB Code: 696481 Mersis No: 0115082231900013 Cambridge School Code:TR071

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Dissertation Advisor, primary school class, secondary school and high school teacher representatives and school guidance counselors.

Definitions:

ARTICLE 5- (1)

- Violation:** Disruption, damage, failure to comply with law and order
- Duplication :** Replication
- Turnitin:** It is a web-based system that provides plagiarism detection services.
- CAS (Creativity – Movement – Community Service):** These are the activities that students must do as required by the International Baccalaureate Diploma Programme.
- Guardian:** The student's parent or legally responsible person.
- Guidance Counselor:** He/she is the person who evaluates and reports on the social, emotional and academic development of students in all units of the school.

Part Two

Nesibe Aydın Schools Academic Integrity Philosophy

ARTICLE 6 – (1) At Nesibe Aydın Schools, the foundation of our Academic Integrity Philosophy is that all academic work reflects our own words and voices, and that the value of intellectual Integrity is recognized and understanding is developed in individual work.

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Chapter Three

Academic Integrity Definition and Processes

ARTICLE 7 - (1) The International Baccalaureate defines academic integrity as "a set of values, skills that promote personal integrity, and good practices in teaching and assessing learning." Values of Integrity, integrity, and openness are fundamental to the culture of Nesibe Aydın Schools. Therefore, all academic studies are conducted within the framework of academic integrity.

ARTICLE 8 - Abuse

(1) The International Baccalaureate Academic Integrity document defines misconduct as conduct that is likely to result in, or results in, the candidate or any other candidate gaining unfair advantage in one or more assessment sections.

(2) Situations that fall within the definition of Academic Misconduct are as follows:

- a. **Plagiarism** – Presenting someone else's work or idea as your own. Using the author's original ideas (by rearranging or rephrasing them) can also be considered misuse if the source of the ideas is not properly cited.
- b. **Collusion** – This is when a candidate supports another candidate in a process of abuse – for example, allowing their work to be copied or submitted for evaluation as their own.
- c. **Duplication of work** – Submission of the same work for more than one assessment and/or diploma requirement.
- d. This also includes conduct that would result in the candidate or another candidate gaining an unfair advantage (such as bringing materials into the exam room that should not be brought, misconduct during the exam, or making false statements or information in the IB CAS records).

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Chapter Four

Responsibilities of the School Community

ARTICLE 9 - Students of Nesibe Aydın Schools:

- (1) They are aware of the school's mission, educational philosophy, and academic integrity policy and read school Policies.
- (2) They have a fully equipped library surrounded by computers and research/study areas that they can easily access.
- (3) They know where the appropriate documents are located and how to use them to complete the work assigned to them.
- (4) They do not take part in events that could be considered academic misconduct, they do not plagiarize, or cheat.
- (5) They read and sign the Academic Integrity Agreement.

ARTICLE 10 - Nesibe Aydın Schools Teachers:

- (1) They are knowledgeable about the school's Academic Integrity Policies.
- (2) They carry out their work within the framework of the Academic Integrity Directive.
- (3) They inform their students about the Academic Integrity Directive at the beginning of the academic year and ensure that the studies are carried out within the framework of this directive throughout the academic year.
- (4) They are experienced in the preparation and evaluation processes of homework, exams and projects.
- (5) They set clear goals for their students to contribute to their internalization of academic Integrity.

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- (6) They inform and guide their students about which resources they can use and how.
- (7) They monitor the process that should be followed in case of abuse.
- (8) They are fair and consistent when faced with actions contrary to academic integrity.
- (9) They can prepare an additional academic Integrity Policy appropriate to their course.
- (10) They ask students to keep the necessary records carefully to prove that the work they do is their own and they provide guidance in this regard.

ARTICLE 11 - Parents:

- (1) They are knowledgeable about the Academic Integrity Directive of Nesibe Aydın Schools. They sign the Academic Integrity Agreement with their students.
- (2) They support behaviors and practices that comply with school Policies.
- (3) They share the importance of Academic Integrity while helping their children with their homework.
- (4) They know that in cases of abuse, their children are responsible and must accept the consequences.

ARTICLE 12 - Managers

- (1) They ensure that appropriate disciplinary sanctions are implemented in cases of abuse.
- (2) They ensure that the Academic Integrity Directive is implemented fairly.
- (3) They keep records of behaviors that do not comply with the Academic Integrity Directive.

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Chapter Five

Responsibilities of the School Community

ARTICLE 13 - Monitoring and Sanction Process

(1) Preventing Plagiarism

Nesibe Aydın Schools uses Turnitin to prevent and detect abuse. Turnitin is a plagiarism addressing and feedback software. In accordance with the Academic Integrity Policies, Turnitin is used to enhance academic understanding, promote fairness, prevent plagiarism, teach techniques for detecting, summarizing, and paraphrasing, teach students how to cite appropriately, and improve students' writing skills.

New students and teachers are informed about Turnitin. At department meetings, case studies and experiences are shared to increase its effective use.

In the process of preventing and detecting plagiarism, teachers are expected to use additional methods, in accordance with Ministry of National Education regulations and employing their professional judgment. These methods include oral checks, comparing the work to be questioned with other work by the same student, and online research for the paragraphs to be questioned. Teachers are expected to work on creating assignments that will prevent plagiarism.

(2) Procedures to be Followed in Cases of Considered Abuse

If a student is believed to have violated the Academic Integrity Policy, the following procedures should be followed:

- The teacher fills out the "Academic Integrity Violation Form" regarding the situation he/she believes is a violation and submits it to the relevant Vice Principal and Guidance.
- Teachers representing the student's school on the Academic Integrity Policies committee investigate the alleged violation.

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- c. If the investigating teachers find the student guilty of a possible violation, they report this to the school administration and guidance unit.
- d. The relevant Assistant Principal reviews the student's disciplinary records and determines whether this violation is the student's first incident.
- e. a violation is detected **for the first time**, the school administration will speak with the student, accompanied by a guidance counselor, and contact the family. During this meeting, the Academic Integrity Directive is reiterated, the incident is explained, and a strategy to prevent future violations is determined. At the discretion of the review committee, the grade may be reduced to zero, in accordance with relevant Ministry of National Education regulations. A written warning will be served on the student's parents or legal guardians.
- f. If **the violation is not a first-time offense**, a family meeting will be requested and parents will be informed of the repeat violation process and the case will be reviewed by the Academic Integrity Policys committee. In this case:
- I. Within the framework of the student's work (it may be a quiz, test, project, homework assignment and other coursework), the grade of the work in which the violation is located may be lowered based on the results of the teachers' review.
- II. Repeated violations may result in, in addition to the above, temporary or permanent exclusion from extracurricular activities, expulsion from student organizations, sports teams, or school-related activities, and short-term suspension from school.
- g. In all cases, the Academic Integrity Decision Form is completed and the case is recorded.

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Nesibe Aydın Schools

ACADEMIC INTEGRITY AGREEMENT

Nesibe Aydın Schools Academic Integrity Directive I read.

I understand what academic integrity is and my responsibilities. I will not plagiarize. I understand that plagiarism involves taking or adapting the words of another author, other than myself, and using them in my work without proper citation. I will not use another person's expressions, ideas, graphs, images, or similar work, and I will not claim them as my own. I will not disrupt the exams. I will not distract my classmates by talking to them during exams. I will not look at another student's writing during the exam. I will not show or make my own answers visible to other students. I will not communicate with other students about the exam or their answers in any way during the exam. I will not use lecture notes, calculators, cell phones, or any other equipment during exams unless otherwise permitted. After completing the exam, I will not share exam-related information with other students. I will not omit or falsify any data when completing scientific experiments in the laboratory. I will not submit the same work or project multiple times, as if it were a new piece of work, in different courses or classes. I understand that this will be considered duplication. I understand that if I engage in any of the above, it will constitute academic misconduct, and I may receive the lowest possible grade for this work and/or suffer other consequences.

I have read, understood and accepted the above mentioned items .

Student's Name - Surname Student's Signature Date

I have read the agreement and will support my student in adhering to this Policy.

Parent's Name - Surname Parent's Signature Date

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ACADEMIC INTEGRITY CONTRARY CONDUCT FORM

Student Name - Surname: Student Number:

Class/Branch: Course:

Name and Surname of the Person Reporting the Case:

Signature: Date

CASE

The above-mentioned student, Nesibe Aydın has acted contrary to Academic Integrity for the following reason(s). I request that it be evaluated.

Cheating Plagiarism

Collusion Duplication / Reproduction

- e. **Fraud** – Copying someone else's paper or electronic work, such as homework, classwork, exam answers, or using unauthorized or deceptive methods to obtain credit or to obtain good grades.
- f. **Plagiarism** – Presenting someone else's work or idea as your own. Using the author's original ideas (by rearranging or rephrasing) can also be considered misuse if the source of the ideas is not properly acknowledged.

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- g. **Collusion** – The unauthorized encouragement of another candidate to copy or submit work for assessment.
- h. **Duplication** – Submission of the same work for more than one assessment or diploma assignment.

Description of the Case (Use additional paper if necessary):

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This form is used in cases of violations of Nesibe Aydın Schools' Academic Integrity Directive. Documents that provide evidence of the violation should be attached to the back of this form .

Nesibe Aydın Schools

ACADEMIC INTEGRITY DECISION FORM

Academic Integrity Directive “Processes to be Followed in Cases Where Abuse is Considered”
Article 2/f: In all cases, the “Academic Integrity Decision Form” is filled out.

This form is filled out by the school administration within the scope of the above article and signed by the parties.

Student Name - Surname: Student Number:

Class / Branch: Case Date:

Name and Surname of the Person Reporting the Case:

Case Summary:

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Decision:
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I accept the decision made above.

Student Name - Surname: Signature: Date:

Teacher Name - Surname: Signature: Date:

Name-Surname

School Principal

Chapter Six

Enforcement and Execution

Force:

ARTICLE 14 (1) This Directive shall enter into force on the day it is approved by the Board of Directors of Nesibe Aydın Schools and published on the Portal.

Executive:

ARTICLE 15 - (1) The articles of this Directive are executed by the school principals on behalf of Nesibe Aydın Schools.

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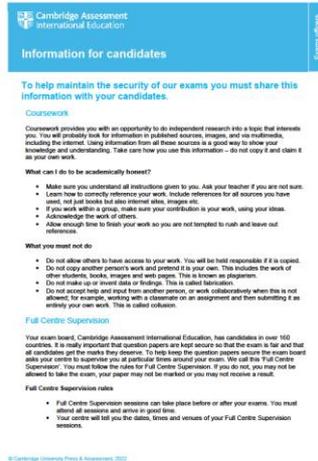
Chapter Seven

List of References

ARTICLE 16 – (1) The following sources were used while creating this Directive.

- Academic Integrity in the IB educational context (Published August 2014)
- Academic integrity (IB – Published October 2019)
- Academic Integrity in the Diploma Program (Brochure on the ibo.org)
- Cambridge Assessment International Education website: [Preventing plagiarism - guidance for teachers](#)
- Cambridge Assessment International Education website document: [IGCSE](#)

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