ISRM Academic Integrity Policy

At ISRM, we believe that academic integrity supports and facilitates our students on their life-long academic journey and enables them to become principled academic practitioners. As IB learners, students are encouraged to work with principle when creating their own academic work and to be thoughtful when engaging in and utilising the work of others. The types of practice that facilitate honesty, care and awareness are crucial to establishing ISRM as a rigorous academic environment. Through transparent processes, high standards and an open mind, academic integrity remains a core tenant of ISRM's mission.

Why does academic integrity matter at ISRM?

- Honesty and transparency form the basis of our community of learners and are key values of our mission at ISRM.
- Academic integrity is an ever-evolving trait that determines the success of individuals in all walks of life, both past and present, and is crucial for students moving into higher education or onto future employment.
- To become successful global citizens who can apply themselves confidently in diverse contexts and situations.
- To avoid students missing key learning opportunities, and further blurring the lines of ownership in a digitalised world.
- To give the reader the opportunity to check the validity of creator's interpretation.
- To receive proper credit for the research process.
- To establish credibility and authority of own knowledge and ideas.

In order to promote a healthy academic environment, ISRM encourages:

- All members of our community to respect their own individual contributions to academia and the contributions of their peers.
- Students to use their own words whilst writing, and recognise the writing of others in the appropriate format.
- Students to cite work and sources correctly using the ISRM Reference Policy.
- Students to act with honesty and openness, even following an instance of malpractice.
- Students to collaborate with one another responsibly and transparently, meaning they recognise and state the contributions of each individual member when appropriate, resulting in fair recognition of all parties. Teachers should be aware of any collaboration between individuals.

- Transparency of teacher's/subject area's expectations, and use of the appropriate resources and materials.
- Teachers and staff to model practices of academic integrity.

To maintain high standards across our community, ISRM will not accept:

1. The plagiarism of academic work [1], for example:

    i. Any misrepresentation of another's work as one's own including the copying of sentences, phrases, images, entire essays, passages from an undocumented source, musical scores, and other similar works.
    ii. The total absence of, or falsification of referenced work and material.

2. Collusion between students without teacher consent, [2] for example:

    i. Producing a form of assessment such as a project, paper or assignment for another student or asking someone else (parent/educator) to help produce a project, paper, or assignment in the student's place.
    ii. Group members obstructing fair recognition of the contributions of other group members or other participants of the assessment.

3. The duplication of assessment material, for example:

    i. Giving or receiving information regarding an assessment, looking at someone else's paper, or allowing someone else to see one's paper during a formative/summative assessment.
    ii. The duplication or copying work that was assigned to be done independently or letting others copy one's work.

4. Other examples of academic misconduct, for example:

    i. Unauthorised receipt or distribution of assessments and rubrics. Unauthorised resources such as notes during an exam, an assessment or a general classroom practice.

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[1] Plagiarism is the practice of taking the ideas or work of another individual or institution and purposefully suggesting them as your own.

[2] Collusion is the process of students working together without teacher consent, normally when they are supposed to be working independently. Collaboration on the other hand, relates to teacher being aware of individuals working together and consenting to this.

Any unfortunate incidents of malpractice on any school based or IB assessment will be addressed in the following ways:

- A process of restorative justice begins with the key objectives of; establishing what went wrong, raising student awareness, offer targeted resolutions that ensure the situation i) does not happen again, ii) provides a positive outcome iii) is consistent with school values.
- The IB teacher informs the MYP Coordinator and the school administrator that a candidate has engaged in malpractice.
- A meeting is conducted between the student, parent, IB teacher, MYP Coordinator, and school administrator. In the event of a MYP 4-5 case, the Head of School will be invited to the meeting to discuss implications on eAssessment and DP.
- The school's administrator provides resolutions that act in accordance with ESRM School group's policies.
- The student/parent is required to agree that all future assessments will be completed following all of the principles of academic honesty.
- A record of the incident is kept by the school administration.

ISRM References

ISRM students are encouraged to use the Harvard system of citation (also called the author/date system), which is mandatory in most international universities.

Reference structure and example: Author Surname, Initials. (Publication Year) 'Article title', Newspaper/Magazine Name, Day Month Published, Page(s). Available at: URL or DOI (Accessed: date).

The schoolteacher / librarian can assist students to compile bibliographies, in-text referencing, and footnotes. Ensuring that you reference your work correctly is now a critical element of your research and learning. The following sites can help to generate a bibliography when resource details are inserted. For more information on where to find the information and how to insert the details, consult with the teacher-librarian.

Why must I cite my sources?

- I cannot claim the work or ideas of someone else as my own.
- I must cite all external sources (websites, images, videos,

- Plagiarism is not just when I directly copy words from someone else's work. Plagiarism is also when someone else's work is paraphrased, or their ideas are used and claimed as my own
- Referencing has a positive effect and adds credibility to my work
- When I reference correctly, I am demonstrating that (a) I have read widely on the topic and (b) that I am supporting my hypotheses with comments from expert authors and/or reliable sources
- Correct referencing allows the marker/reader to follow-up my references and check the validity of my arguments for themselves.

Bibliography generators

A bibliography generator can be helpful in accurately pulling together your sources. Some useful bibliography generators include:

- Cite this for me: **www.citethisforme.com**

Harvard Referencing Tutorial [3]

When citing web sites or pages which may change it's important to make a note of the date you accessed the page or retrieved information from the page, and also note the URL of the page. Websites can sometimes be difficult to cite as you might have to draw information from different areas of the webpage or website to put into your citation.

Some information, like authorship or publication date can be hard to find or identify. The brief video tutorial will give you some useful tips on where to look for information to make your citation as complete as possible.

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[3] A Harvard Referencing Guide, University of Derby, (2012)
https://www.youtube.com/watch?v=NDgqqPvMn0U [Accessed 3 October 2022].