

## **POLICY: ACADEMIC INTEGRITY POLICY**

### **Introduction**

1. UWC Waterford Kamhlaba (WK) aims to make education a force for peace and a sustainable future. All UWC schools and colleges share the same basic values as outlined in the UWC mission statement, including personal responsibility and integrity, personal challenge and action through personal example. Although individual UWC schools and colleges may have different codes of conduct reflecting local laws and social norms, all share a set of clear expectations regarding matters such as attendance and academic honesty. In addition, Cambridge International Examinations (CIE) and the International Baccalaureate (IB) have clear expectations on academic integrity as well. The IB, for instance, aspires to develop “principled” students, who “act with integrity and honesty, with a strong sense of fairness, justice and respect” and who “take responsibility for their own actions and the consequences that accompany them.” Both the Academic Integrity Policy of the CIE and the Academic Honesty Policy of the IB are available on the WK shared drive so that all students have access to them.
2. The aim of this document is to explain the notion of academic integrity and to define what constitutes academic malpractice at Waterford. It also sets out how WK tries to maintain its academic integrity standards and how cases of (possible) malpractice are investigated.

### **What is academic integrity?**

3. Academic integrity can best be seen as a set of values and skills to promote ethical practice in teaching, learning and assessment. It is influenced and shaped by a variety of factors, including taught skills, parental example and expectations, and role modelling by teachers and peers. Academic integrity is closely related to personal accountability: the principle that academic work presented under someone’s name is indeed the authentic work of that person, and that a person identifies those elements that have been inspired by the work of others. Using the work of others to inform and develop your own work is of course encouraged, but ideas and data inspired or collected by others should always be explicitly acknowledged through referencing and footnoting. This ensures that a person can be held personally accountable for the work submitted in his or her name, and that the grade awarded is a genuine reflection of the person’s academic ability.

### **What constitutes malpractice?**

4. Malpractice can be defined as any behaviour that results in, or may result in, student gaining an unfair advantage in one or more assessment components. This could be a homework assignment, a test in class, or an official component submitted to CIE or the IB. In practical terms, academic malpractice includes:
  - 4.1. Plagiarism: the representation of the ideas or work of another person as your own;
  - 4.2. Collusion: helping another student to be dishonest, for instance by allowing another student to copy your homework or assignment or helping another student cheat during an exam;
  - 4.3. Duplication of work: the representation of the same work for different assessment components and/or requirements;

- 4.4. Falsifying data: This could include signing a document under someone else's name, or making up data in a science experiment or ComServe (CAS) diary;
- 4.5. Behaviour in an examination or test context which arouses suspicion eg communicating - verbally, orally or through signals - with another student
- 4.6. Any other behaviour that gains an unfair advantage for a student or that affects the results of another student. This could include the taking of notes into an examination room, being dishonest about the inability to submit or complete work, or presenting the work of an individual as a group effort.

### **Maintaining academic integrity**

5. It is the responsibility of the student to:
  - 5.1. Comply with all internal school deadlines;
  - 5.2. Ensure that all work submitted to a teacher, CIE or the IB is authentic, with the work or ideas of others fully acknowledged;
  - 5.3. Realize that the overall responsibility for academic integrity and proper conduct lies with the student, and that WK, CIE or the IB cannot be held responsible for the consequences of malpractice.
6. It is the responsibility of the school to ensure that:
  - 6.1. All students and parents/guardians understand the basic meaning and significance of academic integrity as a fundamental element of a WK/UWC education;
  - 6.2. All students receive appropriate guidance on study skills, academic writing and how to acknowledge sources;
  - 6.3. All students are familiar with the consequences of malpractice, both when dealt with internally at WK and in correspondence with CIE and the IB;
  - 6.4. Full cooperation is given to investigations of malpractice conducted by CIE or the IB.
7. It is the responsibility of the teachers to:
  - 7.1. Support the school's Academic Integrity Policy to the best of their ability, and provide guidance to their students when appropriate;
  - 7.2. Confirm that all student work submitted to CIE or the IB is, to the best of their knowledge, the authentic work of the student;
  - 7.3. Report suspicion or detection of malpractice to the Academic Coordinator.
8. It is the responsibility of the parents/guardians to:
  - 8.1. Support the school's academic integrity policy to the best of their ability, and provide guidance to their children when appropriate;
  - 8.2. Understand and accept that the school must report any suspicion or detection of malpractice in officially submitted components to CIE or the IB.
  - 8.3. Understand and accept that the school must respond with due process to any allegations of academic dishonesty in all phases of the school

### **Investigating malpractice**

9. The following circumstances are those that most commonly give rise to an investigation:
  - 9.1. An Academic Coordinator informs CIE or the IB that he or she suspects that work submitted by a student for assessment may not be an authentic piece of work;
  - 9.2. An Academic Coordinator informs CIE or the IB that malpractice may have taken place during an examination;

- 9.3. CIE or the IB notifies WK that an examiner suspects malpractice in the work of a WK student and provides evidence to justify his or her suspicion.
  - 9.4. In each of the above cases, WK will comply with the procedures set by CIE and/or the IB, and will inform the student of this process.
  - 9.5. A teacher informs the Academic Coordinator that he or she suspects that work submitted by a student for assessment may not be an authentic piece of work.
  - 9.6. An invigilator suspects dishonest behaviour in an examination
10. The investigation and its outcome will be treated as confidential, and only the Principal and those directly involved in the investigation (Deputy Principal: Academic, Academic Coordinator, teacher, tutor) will be informed about the process and its outcome.
  11. First offence:
    - 11.1. The teacher will first approach the student involved, and discuss the suspicion or detection of malpractice with the student. If the teacher remains convinced of the malpractice, he or she will present the evidence to the appropriate Academic Coordinator with a copy of the piece under investigation.
    - 11.2. If the malpractice is confirmed by the Academic Coordinator, the student will:
      - 11.2.1. Receive a “zero” for the piece submitted. In addition, the teacher may ask the student to redo the piece, to be submitted at a date set by the teacher;
      - 11.2.2. Receive a written warning from the Academic Coordinator, addressed to his / her parents, which letter will be kept on the student file.
  12. Further offences: when a further case of malpractice is confirmed the student may be referred to the Deputy Principal Academic and/or a Disciplinary Committee will be convened in terms of the College GIB (General Information Booklet) with the concomitant sanctions described therein for a breach of the Major Rules.

**Approved & adopted: June 2012**

**First Amendment approved by CMG: 2016-02-08**