



Privatschule der Deutschen Botschaft Ankara
Ernst-Reuter-Schule



ERNST-REUTER-SCHULE



*Privatschule der Deutschen Botschaft (ERS)
Ankara*

The Private School of the German Embassy(ERS) -Ankara

**International Baccalaureate
Diploma Programme
IBDP 2023-2024**

“Academic Honesty Policy“





Privatschule der Deutschen Botschaft Ankara
Ernst-Reuter-Schule



Privatschule der Deutschen Botschaft (ERS)-Ankara

The Private School of the German Embassy -Ankara

“Academic Honesty Policy“

Purpose of this policy

As part of the IB's educational goal to award reliable, fair and recognized outcomes to our students through valid assessments, this policy has been created to ensure a common understanding of the IB's academic integrity principle. Results cannot be fair if some students have had an unreasonable advantage over others.

Academic integrity is a responsibility of the whole IB community. By making the IB's commitment to academic integrity transparent, this document outlines the responsibilities and expectations of different stakeholders across the IB community. This policy also documents how the IB manages incidents of student academic misconduct and school maladministration cases, ensuring confidence is maintained among students, parents, schools and other stakeholders in the value and credibility of IB grades.

This policy document explains:

- the academic integrity principle that will be observed by the IB and expected of all its stakeholders
- the expectations and responsibilities of the different groups of stakeholders in upholding the IB's principle of academic integrity
- the terminology used by the IB regarding academic integrity, student academic misconduct and school maladministration
- how the IB deals with student academic misconduct and school maladministration



Exzellente
Deutsche
Auslandsschule



ZfA
Deutsche Auslandsschularbeit
International



DAS
Deutsche Auslandsschulen
International



Schulen:
Partner
der Zukunft



WDA
Weiteband
Deutscher
Auslandsschulen



KULTUSMINISTER
KONFERENZ

Schulanschrift:

Tunus Caddesi 56, TR 06680 Kavaklıdere-Ankara, Türkiye
Postanschrift: P. K. 54, TR 06551 Cankaya-Ankara, Türkiye
Telefon: 0090 (312) 426 63 82 Telefax: 0090 (312) 426 45 57
E-Mail: info@ers-ankara.com / Web: www.ers-ankara.com



Privatschule der Deutschen Botschaft Ankara Ernst-Reuter-Schule



- good practice in embodying teaching and learning in a culture of academic integrity
- good practice for schools in their own academic integrity approaches and culture
- the broad definitions of terms to allow conversations about academic integrity at school level.

As a German (GIB) school offering IB and as an International Baccalaureate (IB) World School in Ankara, the Privatschule der Deutschen Botschaft (ERS)-Ankara is committed to fostering an environment that values academic integrity and ethical behavior. The IB Diploma Programme (IBDP) emphasizes the importance of honesty and the responsible use of information in academic pursuits. This Academic Honesty Policy is designed to uphold the principles of integrity, authenticity, and fairness within our academic community.

Academic honesty refers to the ethical practice of producing work that is one's own and giving credit to the ideas and contributions of others. This includes but is not limited to written assignments, projects, examinations, and any other assessments conducted within the framework of the IBDP.

The Academic Honesty Policy within an IB school encompasses the shared commitment of students, teachers, and the school community to maintain the highest standards of ethical behavior in teaching, learning, and assessment. Each stakeholder has distinct responsibilities in promoting and upholding academic honesty:

The school ensures that the students understand the importance of being honest and fair in all that they do. Our students are conscious about authenticity in their work and respect the intellectual property of others. Also, fair behaviour in tests and diploma examinations is expected and enforced.

Students enrolled in the GIB-DP at the Privatschule der Deutschen Botschaft (ERS)-Ankara, are expected to adhere to the rules and regulations regarding academic honesty. The IB coordinator,



Exzellente
Deutsche
Auslandsschule



ZfA
Deutsche Auslandsschularbeit
International



DAS
Deutsche Auslandsschulen
International



Schulen:
Partner
der Zukunft



WDA
Verband
Deutscher
Auslandsschulen



KULTUSMINISTER
KONFERENZ

Schulanschrift:

Tunus Caddesi 56, TR 06680 Kavaklıdere-Ankara, Türkiye
Postanschrift: P. K. 54, TR 06551 Cankaya-Ankara, Türkiye
Telefon: 0090 (312) 426 63 82 Telefax: 0090 (312) 426 45 57
E-Mail: info@ers-ankara.com / Web: www.ers-ankara.com



subject teachers and exam invigilators ensure that students avoid malpractice as outlined in the IBO Academic Honesty Policy, as set forth by the International Baccalaureate Organization (IBO):

a) *Authenticity of Work:*

- All work submitted for assessment must be the student's own
- Collaborative work is allowed only when explicitly authorized by the teacher and appropriately credited.

b) *Proper Citing and Referencing:*

- Students must acknowledge all sources of information, ideas and expressions used in their work through accurate citation and referencing.
- Failure to give proper credit to sources constitutes plagiarism and is a breach of academic honesty.

c) *Use of technology:*

- When using electronic devices for research or assessment tasks, students must ensure that they follow ethical guidelines and respect copyright laws.
- Any form of unauthorized collaboration or use of technology to gain an unfair advantage is strictly prohibited.

d) *Examination and assessments:*

- During examinations, students must comply with the guidelines provided by the IBO, IB Coordinator and ERS-School.
- Any form of cheating, attempting to cheat, or using unauthorized materials during examinations is considered a serious breach of academic honesty.

Academic honesty is a cornerstone of the International Baccalaureate (IB) education system, emphasizing integrity, authenticity, and ethical conduct in all academic pursuits. The IB guide to Academic Honesty provides a comprehensive framework outlining the principles, practices, and responsibilities necessary to uphold academic integrity within IB schools:





1. Students:

- Students are expected to demonstrate honesty and integrity in all academic endeavors, including coursework, assessments, and examinations.
- It is the responsibility of students to understand and adhere to the principles of academic honesty outlined in the IB guide and their school's specific policies.
- Students must ensure that all work submitted is their own original creation, properly citing sources and acknowledging the contributions of others through appropriate referencing and citation practices.
- Collaboration and cooperation are encouraged within permissible limits defined by teachers, but students must always respect the boundaries of individual work and avoid any form of plagiarism or unauthorized assistance.
- Students should actively engage in discussions about academic honesty, seeking clarification when unsure and reporting any breaches they observe to teachers or school administrators.

2. Teachers:

- Teachers play a crucial role in fostering a culture of academic integrity by modeling ethical behavior and promoting awareness of academic honesty principles among students.
- Educators are responsible for clearly communicating academic expectations, including guidelines for citation, referencing, and collaboration, at the beginning of each course.
- Teachers should provide guidance and support to students in developing research and writing skills, emphasizing the importance of critical thinking, originality, and attribution of sources.
- During assessments and examinations, teachers must ensure proper supervision and monitoring to prevent cheating or unauthorized access to materials.
- In cases of suspected academic dishonesty, teachers should follow established procedures for investigation and resolution, providing students with opportunities to explain their actions while upholding the principles of due process and fairness.





3. School:

- The school administration plays a pivotal role in creating an environment conducive to academic honesty, with policies and procedures in place to prevent, detect, and address instances of misconduct.
- Schools should establish clear and comprehensive Academic Honesty Policies aligned with IB guidelines, regularly reviewing and updating them as needed to address evolving challenges and concerns.
- Providing ongoing professional development opportunities for teachers on topics related to academic integrity and ethical pedagogy is essential for maintaining a consistent approach across all subject areas.
- Schools must communicate expectations regarding academic honesty to parents/guardians, students, and staff, fostering a shared understanding and commitment to upholding these standards within the school community.
- It is incumbent upon the school to investigate allegations of academic misconduct thoroughly and impartially, implementing appropriate sanctions when violations are substantiated, while also offering support and guidance to students to prevent recurrence.

4. IB Coordinator:

the IB Coordinator serves as a vital leader and advocate for academic honesty within the school community, working collaboratively with stakeholders to uphold the principles of integrity, authenticity, and ethical conduct in teaching, learning, and assessment. By fulfilling their responsibilities effectively, the IB Coordinator contributes to the cultivation of a culture of academic excellence and ethical scholarship that aligns with the core values of the IB program.

- Ensuring that all school and IB policies are applied fairly and consistently
- Ensuring compliance with secure storage of confidential IB material policy and the conduct of IB examinations.



Exzellente
Deutsche
Auslandsschule



ZfA
Deutsche Auslandsschularbeit
International



DAS
Deutsche Auslandsschulen
International



Schulen:
Partner
der Zukunft



WDA
Verband
Deutscher
Auslandsschulen



KULTUSMINISTER
KONFERENZ

Schulanschrift:

Tunus Caddesi 56, TR 06680 Kavaklıdere-Ankara, Türkiye
Postanschrift: P. K. 54, TR 06551 Cankaya-Ankara, Türkiye
Telefon: 0090 (312) 426 63 82 Telefax: 0090 (312) 426 45 57
E-Mail: info@ers-ankara.com / Web: www.ers-ankara.com



Privatschule der Deutschen Botschaft Ankara Ernst-Reuter-Schule



- Ensuring that teachers, students and parents and legal guardians have a copy of, read and understand the school's academic integrity policy and the programme-relevant IB regulations
- Reporting suspected instances of student academic misconduct and school maladministration to the school administration and/or the IB
- Supervising all activities related to the investigation of student academic misconduct and school maladministration cases according to the school and/or IB policy.
- The IB Coordinator is tasked with overseeing the implementation of the Academic Honesty Policy throughout the school.
- The IB Coordinator work closely with school administrators, teachers, and students to ensure that all members of the school community understand their roles and responsibilities regarding academic honesty.
- The IB Coordinator collaborates with faculty members to develop and disseminate guidelines, procedures, and resources that support adherence to the principles of academic integrity outlined in the IB guide.
- The IB Coordinator provides training for students and professional development opportunities for teachers to enhance their understanding of academic honesty and effective strategies for promoting it in the classroom.
- The IB Coordinator also offers guidance and support to students who may be struggling with academic challenges or facing ethical dilemmas, promoting a supportive environment where students feel empowered to make ethical choices.
- In cases of suspected academic misconduct, the IB Coordinator leads or participates in investigations in accordance with established school policies and procedures.
- The IB Coordinator work collaboratively with teachers, administrators, and other relevant parties to gather evidence, conduct interviews, and determine the appropriate course of action.
- The IB Coordinator ensures that investigations are conducted fairly, transparently, and with respect for the rights of all parties involved, upholding the principles of due process and procedural fairness.



Exzellente
Deutsche
Auslandsschule



ZfA
Deutsche Auslandschularbeit
International



DAS
Deutsche Auslandsschulen
International



Schulen:
Partner
der Zukunft



WDA
Verband
Deutscher
Auslandsschulen



KULTUSMINISTER
KONFERENZ

Schulanschrift:

Tunus Caddesi 56, TR 06680 Kavaklıdere-Ankara, Türkiye
Postanschrift: P. K. 54, TR 06551 Cankaya-Ankara, Türkiye
Telefon: 0090 (312) 426 63 82 Telefax: 0090 (312) 426 45 57
E-Mail: info@ers-ankara.com / Web: www.ers-ankara.com



5. *Parents and Legal Guardians:*

Although they are not directly involved in daily tasks at school, parents and legal guardians are able to collaborate with the administrative and teaching team in the activities carried out by the school to promote academic integrity while encouraging their children to observe the rules and complete all work according to the expectations.

Focusing on processes for managing academic integrity incidents, parents and legal guardians of IB students are expected to:

- Understand IB policies, procedures and subject guidelines in the completion of coursework or examination papers by their children.
- Support their children's understanding of IB policies, procedures and subject guidelines by discussing and being role models for academic integrity.
- Understand school internal policies and procedures that safeguard the authenticity of their children's work.
- Support their children in planning a manageable workload so they can allocate time effectively
- Understand what constitutes student academic misconduct and its consequences
- Understand what constitutes school maladministration and its consequences
- Report any potential cases of student misconduct or school maladministration to the school's directorate and/or the IB coordinator.
- Submit only genuine and/or authentic evidence to support a request for inclusive access arrangements or adverse circumstances considerations for their children.
- Abstain from giving or obtaining undue and/or unauthorized assistance in the completion of their children's work.





Consequences for Academic Dishonesty:

- Violations of academic honesty will be addressed in accordance with ERS-GIB's disciplinary procedures. Consequences may include, but are not limited to, re-assessment opportunities, academic penalties, Loss of marks, and referral to the IB Academic Honesty Committee.
- **Loss of marks:** The assessed work may receive a reduced grade or a grade of zero, depending on the severity of the plagiarism.
- **Re-assessment:** In some cases, students may be required to re-do the assessment task.
- **Academic penalties:** Repeat occurrences of plagiarism may result in academic penalties, impacting a student's academic standing.
- **Referral to the IB Academic Honesty Committee:** Serious cases of plagiarism may be referred to the IB Academic Honesty Committee, which can result in further consequences, including the loss of the IB diploma.

Promoting Academic Integrity:

- The school is committed to educating students about the importance of academic honesty and providing guidance on proper citation methods. Teachers will integrate discussions about academic integrity into their classes, and workshops on research skills and citation practices will be conducted periodically.

Reporting Violations:

- Students, teachers, and parents are encouraged to report suspected violations of academic honesty to the appropriate school authority. All reports will be treated confidentially, and a thorough investigation will be conducted to determine the validity of the allegations.



Exzellente
Deutsche
Auslandsschule



ZfA
Deutsche Auslandschularbeit
International



DAS
Deutsche Auslandsschulen
International



Schulen:
Partner
der Zukunft



WDA
Weite und
Deutsche
Auslandsschulen



KULTUSMINISTER
KONFERENZ

Schulanschrift:

Tunus Caddesi 56, TR 06680 Kavaklıdere-Ankara, Türkiye
Postanschrift: P. K. 54, TR 06551 Cankaya-Ankara, Türkiye
Telefon: 0090 (312) 426 63 82 Telefax: 0090 (312) 426 45 57
E-Mail: info@ers-ankara.com / Web: www.ers-ankara.com



Plagiarism: Plagiarism is defined as the representation of the ideas, words, or work of another person as the candidate's own, without giving appropriate credit or acknowledgment. It is a serious violation of academic integrity and is strictly prohibited within the International Baccalaureate (IB) Diploma Programme at ERS-GIB School.

Plagiarism can take various forms, including but not limited to:

- ***Direct copying:*** Reproducing someone else's work, ideas, or text without proper citation.
- ***Paraphrasing Without Attribution:*** Rewriting or rephrasing someone else's work without acknowledging the original source.
- ***Collaborative Plagiarism:*** Presenting collaborative work as solely one's own without crediting the contributions of others.
- ***Submission of Pre-Written Material:*** Submitting work that has been previously submitted for assessment, either by the same student or another, without proper acknowledgment.

Preventing Plagiarism: Preventing plagiarism is a shared responsibility among students, teachers, and parents. The school is committed to providing guidance on proper citation methods and promoting a culture of academic honesty. Students are encouraged to seek assistance from teachers and utilize available resources to improve their research and citation skills.

Educational Approach: Rather than focusing solely on punitive measures, [School Name] adopts an educational approach to address plagiarism. Teachers will provide guidance on research skills, proper citation, and the importance of academic integrity. Workshops and discussions will be conducted to ensure that students understand the expectations and consequences associated with plagiarism.

Reporting Plagiarism: Any suspicion or evidence of plagiarism should be reported promptly to the appropriate school authority. Reports will be treated confidentially, and a thorough investigation will be conducted to determine the validity of the allegations.



Exzellente
Deutsche
Auslandsschule



ZfA
Deutsche Auslandscholarbeit
International



DAS
Deutsche Auslandsschulen
International



Schulen:
Partner
der Zukunft



WDA
Verband
Deutscher
Auslandsschulen



KULTUSMINISTER
KONFERENZ

Schulanschrift:

Tunus Caddesi 56, TR 06680 Kavaklıdere-Ankara, Türkiye
Postanschrift: P. K. 54, TR 06551 Cankaya-Ankara, Türkiye
Telefon: 0090 (312) 426 63 82 Telefax: 0090 (312) 426 45 57
E-Mail: info@ers-ankara.com / Web: www.ers-ankara.com



Collusion: Collusion is defined as supporting malpractice by another candidate, specifically by allowing one's work to be copied or submitted for assessment by another. It involves unauthorized collaboration that undermines the principles of individual academic achievement this is defined as supporting malpractice by another candidate, as in allowing one's work to be copied or submitted for assessment by another. Collusion is defined as supporting malpractice by another candidate, specifically by allowing one's work to be copied or submitted for assessment by another. It involves unauthorized collaboration that undermines the principles of individual academic achievement. Collusion is a serious breach of academic integrity within the International Baccalaureate (IB) Diploma Programme at ERS-GIB School.

Forms of Collusion: Collusion can manifest in various ways, including but not limited to:

- ***Allowing copying:*** Allowing another student to copy or reproduce one's own work without proper attribution.
- ***Submitting Another's Work:*** Allowing another student to submit one's own work as if it were their original creation.
- ***Joint Submission:*** Collaborating with another student on an individual assessment task without proper authorization from the teacher.

Preventing Collusion: Preventing collusion is essential for maintaining the integrity of the IB Diploma Programme. To avoid collusion, students are expected:

- ***Work Independency:*** Complete individual assessments without seeking or providing unauthorized assistance.
- ***Respect Authorship:*** Acknowledge the contributions of others when collaborating on group projects and clearly define individual responsibilities.



Exzellente
Deutsche
Auslandsschule



ZfA
Deutsche Auslandschularbeit
International



DAS
Deutsche Auslandsschulen
International



Schulen:
Partner
der Zukunft



WDA
Weitestand
Deutscher
Auslandsschulen



KULTUSMINISTER
KONFERENZ

Schulanschrift:

Tunus Caddesi 56, TR 06680 Kavaklıdere-Ankara, Türkiye
Postanschrift: P. K. 54, TR 06551 Cankaya-Ankara, Türkiye
Telefon: 0090 (312) 426 63 82 Telefax: 0090 (312) 426 45 57
E-Mail: info@ers-ankara.com / Web: www.ers-ankara.com



- **Follow Teacher Guideline:** Adhere to the guidelines provided by teachers regarding collaboration and group work.

Educational Approach: In addition to applying consequences for collusion, ERS-School takes an educational approach to address this issue. Teachers will provide guidance on the importance of individual effort and the consequences of collusion. Workshops and discussions will be conducted to reinforce the principles of academic honesty.

Reporting Collusion: Any suspicion or evidence of collusion should be reported promptly to the appropriate school authority. Reports will be treated confidentially, and a thorough investigation will be conducted to determine the validity of the allegations.

Duplication of work: this is defined as the presentation of the same work for different assessment components and/or diploma requirements. Duplication undermines the fundamental principles of the IB programme, which emphasize a diverse and holistic approach to education. Duplication of work is a serious violation of academic integrity within the International Baccalaureate (IB) Diploma Programme at ERS-GIB School.

- any other behaviour that gains an unfair advantage for a candidate or that affects the results of another candidate (for example, taking unauthorized material into an examination room, misconduct during an examination, falsifying a CAS record).

In essence, the Academic Honesty Policy in an IB school serves as a guiding framework that reinforces the values of honesty, respect, and fairness in academic pursuits, empowering students to become principled learners and responsible global citizens. By fulfilling their respective responsibilities, students, teachers, and the school community collectively contribute to the cultivation of a culture of integrity and excellence in education.



Exzellente
Deutsche
Auslandsschule



ZfA
Deutsche Auslandscholarbeit
International



DAS
Deutsche Auslandsschulen
International



Schulen:
Partner
der Zukunft



WDA
Weltverband
Deutscher
Auslandsschulen



KULTUSMINISTER
KONFERENZ

Schulanschrift:

Tunus Caddesi 56, TR 06680 Kavaklıdere-Ankara, Türkiye
Postanschrift: P. K. 54, TR 06551 Cankaya-Ankara, Türkiye
Telefon: 0090 (312) 426 63 82 Telefax: 0090 (312) 426 45 57
E-Mail: info@ers-ankara.com / Web: www.ers-ankara.com



Some specific examples of the official Academic Honesty Policy of IBO:*

- taking unauthorized material into an examination room (for example, an electronic device other than a permitted calculator, own rough paper, notes, a mobile phone) regardless of whether this material is used or potentially contains information pertinent to the examination
- misconduct during an examination, including any attempt to disrupt the examination or distract another candidate
- exchanging or in any way supporting, or attempting to support, the passing on of information that is related to the examination
- copying the work of another candidate
- failing to comply with the instructions of the invigilator or other member of the school's staff
- responsible for the conduct of the examination.
- impersonating another candidate.
- stealing examination papers.
- using an unauthorized calculator during an examination
- disclosing or discussing the content of an examination paper with a person outside the immediate school community within 24 hours of the end of the examination.
- fabricating data for an assignment.



Exzellente
Deutsche
Auslandsschule



ZfA
Deutsche Auslandsschularbeit
International



DAS
Deutsche Auslandsschulen
International



Schulen:
Partner
der Zukunft



WDA
Verband
Deutscher
Auslandsschulen



KULTUSMINISTER
KONFERENZ

Schulanschrift:

Tunus Caddesi 56, TR 06680 Kavaklıdere-Ankara, Türkiye
Postanschrift: P. K. 54, TR 06551 Cankaya-Ankara, Türkiye
Telefon: 0090 (312) 426 63 82 Telefax: 0090 (312) 426 45 57
E-Mail: info@ers-ankara.com / Web: www.ers-ankara.com



Privatschule der Deutschen Botschaft Ankara
Ernst-Reuter-Schule



Preventing Plagiarism:

Consequences of malpractice depend on the severity of the offence and range from a reprimand up to expulsion from the IB Diploma Programme.

After being accepted into the IB Diploma Programme, students and parents receive information about the academic honesty policy from the IB coordinator. In addition students, parents and the principal sign a contract agreeing on the respective policy.

By signing The ERS-GIB student's Contract, students acknowledge their understanding of and commitment to the Academic Honesty Policy of ERS-GIB school and the IBDP.

*Reference: *Diploma Programme Academic honesty: International Baccalureate Organization. Cardiff, March 2023*

https://resources.ibo.org/data/academic-integrity-policy_9798d3b2-b75b-4940-9bb1-e33c6d541add/academic-integrity-policy-en_237ee4dd-b989-426d-b031-d032f5bc8a08.pdf



Exzellente
Deutsche
Auslandsschule



ZfA
Deutsche Auslandsschularbeit
International



DAS
Deutsche Auslandsschulen
International



Schulen:
Partner
der Zukunft



WDA
Verband
Deutscher
Auslandsschulen



KULTUSMINISTER
KONFERENZ

Schulanschrift:
Tunus Caddesi 56, TR 06680 Kavaklıdere-Ankara, Türkiye
Postanschrift: P. K. 54, TR 06551 Cankaya-Ankara, Türkiye
Telefon: 0090 (312) 426 63 82 Telefax: 0090 (312) 426 45 57
E-Mail: info@ers-ankara.com / Web: www.ers-ankara.com



Privatschule der Deutschen Botschaft Ankara Ernst-Reuter-Schule



Exzellente
Deutsche
Auslandsschule



ZfA
Deutsche Auslandsschularbeit
International



DAS
Deutsche Auslandsschulen
International



Schulen:
Partner
der Zukunft



WDA
Verband
Deutscher
Auslandsschulen



KM 15
KULTUSMINISTER
KONFERENZ

Schulanschrift:

Tunus Caddesi 56, TR 06680 Kavaklıdere-Ankara, Türkiye
Postanschrift: P. K. 54, TR 06551 Cankaya-Ankara, Türkiye
Telefon: 0090 (312) 426 63 82 Telefax: 0090 (312) 426 45 57
E-Mail: info@ers-ankara.com / Web: www.ers-ankara.com