

 İSTEK ACIBADEM SCHOOLS



# ACADEMIC INTEGRITY POLICY



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## 1. Academic Integrity at İSTEK Private Acibadem Schools

İSTEK Private Acibadem Schools are committed to nurturing creative, principled individuals who are guided by science, enriched with cultural and social awareness, and equipped with both national and international values. Academic integrity forms the cornerstone of this vision, ensuring that all academic work is approached with honesty, responsibility, and respect for intellectual property.

Academic integrity represents the highest standards of honesty in teaching, learning, and assessment. It is essential for fostering originality, creativity, and fairness in the educational process.

The Academic Integrity Policy at İSTEK Private Acibadem Schools reflects the school's dedication to the values of **morality, justice, and freedom**, which constitute the foundation of the Positive Behaviour Development Programme.

The policy is prepared and reviewed annually in August by the school administration, the programme coordinator, the counseling department, subject teachers, and the library teacher.

To support the integrity of academic work, the school uses **Turnitin** as a plagiarism-detection tool.

## 2. Behaviours and Practices that are not Aligned with the Academic Integrity Policy

The Academic Integrity Policy requires the entire school community to contribute to teaching and learning through original, authentic, and creative work. The following behaviours and practices are inconsistent with academic integrity. Both teachers and students share responsibility for avoiding and preventing these actions.

## Examples of Academic Misconduct

- **Plagiarism:** Presenting another person's work, ideas, or products as one's own without proper acknowledgment.
- **Collusion:** Secret cooperation with another individual, including allowing one's work to be copied or submitted by someone else.
- **Cheating:** Attempting to gain unfair advantage during examinations or assessments by using unauthorized materials, resources, or assistance.
- **Improper Use of Artificial Intelligence Tools:** Submitting work generated fully or partially by artificial intelligence (e.g., text, translations, code, or images) without proper acknowledgment, or presenting AI-assisted work as original.

## Inappropriate Student Behaviours

- Submitting another person's work as one's own.
- Copying directly from another student.
- Quoting from a source (book, journal, website, etc.) without citation.
- Using visual materials (maps, photographs, graphics, etc.) without attribution.
- Omitting footnotes, references, or bibliography entries.
- Using online information without stating the source or URL.
- Translating material from another language without acknowledging the source.
- Failing to comply with exam regulations or instructions.
- Speaking or disrupting during an examination.

## Inappropriate Teacher Behaviours

- Failing to identify or address academic misconduct in student work.
- Accepting work that is clearly non-original.
- Disclosing examination content prior to the exam.
- Neglecting secure storage of exam materials.
- Leaving students unsupervised during exams.
- Ignoring academic misconduct in the classroom or during assessments.

- Granting additional time in exams without authorization from the administration.

### 3. Investigation of Misconduct and Malpractices

Students are responsible for ensuring that their assignments, projects, and bibliographies are submitted accurately and in accordance with academic integrity standards. Teachers play a crucial role in guiding students and preventing misconduct through continuous feedback and discussions.

If misconduct is suspected, the following procedure is followed:

- **Referral to the Discipline Committee:** The committee, composed of the Diploma Programme Coordinator, school administration, the reporting teacher, and the relevant subject teacher, reviews the case. Evidence, including reports or documentation, is presented.
- **Student Hearing:** The student is invited to explain their work or actions. Their written defense is signed by both the student and committee members.
- **Committee Review:** The committee has up to two working days to determine whether malpractice occurred.
- **Decision:** The final decision is submitted to the school administration in writing for approval.

### 4. Sanctions

If the committee confirms misconduct, the following measures may be applied:

- **Partial Non-Compliance:** If only part of the work breaches the policy, the student may revise and resubmit within two days.
- **Complete Non-Compliance:** If the work is entirely in violation, no grade will be awarded.
- **Repeated Misconduct:** If misconduct occurs more than once during high school, the school may notify the universities to which the student applies or has been accepted.

## 5. Implementation and Approval of Academic Integrity Policy

- At the start of each academic year, both students and parents sign an Academic Integrity Agreement.
- During the opening ceremony, students are reminded of the meaning and importance of academic integrity.
- Academic integrity is embedded in all assessment criteria, rubrics, and evaluation forms.
- Teachers model integrity by citing sources accurately in their own teaching materials, assignments, and assessments.
- Students are assigned projects that require not only information gathering but also creativity, analysis, and interpretation.
- “Academic Integrity Day” is celebrated annually on the second Monday of October as part of International School Library Month, highlighting the importance of honesty in academic work.
- Academic integrity is addressed explicitly across all subject areas.
- Annual policy revisions take place in August, led by the school administration, the counseling department, and subject teachers.

## 6. Appendices

- Academic Integrity Parents Agreement
- Academic Integrity Students Agreement

## 2025-2026 ACADEMIC YEAR ACADEMIC INTEGRITY POLICY

### 8. - 12. GRADE LEVELS' PARENT'S AGREEMENT

Academic honesty is the person's "real" possession of the knowledge he claims to have.

The academic honesty policy has been created by adhering to the concepts of "morality, justice and freedom". This policy aims to support and ensure academic practices; It serves the purpose of preventing faulty applications. Planning and implementation regarding ensuring academic integrity; It is carried out by the School Administration, Library Teacher, Guidance Service, Groups/Departments, Honor Board and Student Assembly.

This policy is valid to all individuals of İSTEK Schools.

### ACADEMIC HONESTY and MISAPPLICATIONS

In all kinds of assignments and studies, research must be carried out in accordance with the rules and honestly, and it must be accepted that it is immoral to gain an undeserved advantage; The concepts of originality, intellectual property and creativity should be valued. expected; It is the preparation of original assignments and projects based on individual and original ideas. If other people's ideas are included in these assignments and projects, the sources used should be stated in accordance with academic writing rules.

#### Misapplications

- Copy: To reproduce the same or similar. Presenting someone else's idea or production as one's own.
- Collusion: An agreement made in advance to present a situation that does not exist or to tell it differently than it is. Allowing the work done to be copied and presented by someone else.
- Cheating: Secretly taking advantage of another person or location to answer questions on an exam.

#### Examples of Misapplications:

- Presenting someone else's work as one's own.
- Copying or directly using another student's homework.
- Presenting work prepared by someone else as if it were done by oneself.
- Quoting from a book, magazine, encyclopedia or website without using quotation marks.
- Maps, photographs, graphics, etc. Using visual material without citing the source.

- Not stating the information used in footnotes or bibliography.
- Obtaining and using information from a website without stating its source.
- Not specifying a URL when transferring data.
  
- Translating information from one language to the language in which the project is made, without specifying its source.
- Not obeying the rules and the invigilator in the exam hall.
- Speaking in the exam.
- Exchanging information during the exam. (talking, pointing, looking at another student's paper, messaging, sending notes, etc.)
- Bringing inappropriate equipment into the examination hall, even if it is not used.
- To obtain exam questions before the exam.

## **2025-2026 ACADEMIC YEAR ACADEMIC INTEGRITY POLICY**

### **8. - 12. GRADE LEVELS STUDENT'S AGREEMENT**

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