



**MEF NATIONAL  
PRIMARY SCHOOL  
ACADEMIC INTEGRITY  
POLICY  
2023 - 2024**

## **MEF NATIONAL PRIMARY SCHOOL ACADEMIC INTEGRITY POLICY**

MEF National Primary School recognizes its role in developing and promoting academic integrity. To this end, this procedure sets out the definitions of academic integrity and misconduct and details the responsibilities of students, administrators and parents in maintaining academic integrity.

Academic integrity is defined as:

- Use of one's own ideas and materials to demonstrate knowledge (e.g. homework, projects, essays, tests, exams, etc.)
- Appropriate citation from the sources used (print, digital, etc.).

*Adapted from The IB Diploma Programme publication "Academic Honesty" (2007)*

Our aim with the policy that includes all research assignments such as inquiry projects, PYP exhibition research, research tasks, etc:

Our students;

- Learn the methods of accessing and using information correctly,
- Gain new perspectives,
- Express his or her own opinion,
- Develop critical thinking and interpretation skills,
- Produce original works,
- Learn that preparing footnotes and bibliography is not an option but an obligation,
- Develop lifelong learning skills.

Our academic integrity policy covers all education and training programs implemented.

There are ethical rules used to ensure that all original and scientific work is protected internationally, and these rules are guaranteed by national/international laws (Copyright, Law on Intellectual and Artistic Works, Patent Registrations, Bern Convention, Paris Agreement, Creative Commons Licenses, ...etc.).

These national/international laws (Copyright, Law on Intellectual and Artistic Works, Patent Registrations, Bern Convention, Paris Agreement, Creative Commons Licenses, ...etc.) have been taken into consideration when creating our academic integrity policy. Some of the ethical violations that may occur when these laws are ignored are as follows:

**Plagiarism:** In a research paper such as an article, book, essay, etc. written by another researcher (or another student); it is the use of the entire text or more than the measures determined by ethical rules, without referring to the author, as if it was prepared by oneself.

**Forgery:** It is done by not using the real results in the research, changing the data, showing the research that has not been done as if it has been done, or using unused resources.

**Distortions:** This is done by using the real data in the research used as a source by manipulating them in order to make their own research subject more effective or by using methods such as surveys, observations, etc. that are not used. (Aydın, 2010, 11-13)

### **STUDENT RESPONSIBILITIES IN RESEARCH ASSIGNMENTS (RESEARCH TASKS ASSIGNED WITHIN THE SCOPE OF THE INQUIRY UNIT, PYP EXHIBITION, PROJECT OR PRESENTATIONS)**

At MEF National Primary School, second, third, and fourth-grade students are given "Academic Honesty" and " Bibliography Preparation" training in accordance with their grade levels during the academic year. With these trainings, our students;

1. Use "Approaches to Learning Skills" (communication skills, social skills, self-management skills, thinking skills, research skills) to create an original work,
2. Find and use accurate and reliable sources of information,
3. Know that the data of the information source it uses should not be altered,
4. Use the information in all information sources (books, magazines, videos, maps, pictures, photographs, graphics, e-sources, ...etc.) according to the rules of citation,
5. Use in-text referencing method in project/research assignments starting from the third grade,
6. Do not use works that have value as a source of information published on digital platforms / social media (Youtube videos/presentations, videos, presentations, photos, ... etc. published on different digital platforms) as a source of information in their own original work without written permission from the author,
7. Do not present another student's homework as their own,
8. Must protect his/her original work,
9. Protect the rights to original works created by their peers,
10. Prepare a bibliography in alphabetical order at the end of the original work,
11. Must stick to the deadline for submitting his/her original work to his/her teacher and that there are consequences if he/she fails to do so,

12. Learn that he/she must comply with the principles of academic honesty in all his/her work.

## **TEACHER RESPONSIBILITIES**

Teachers are expected to model academic integrity and ethical violations in accordance with students' grade levels and procedures and to train and monitor students accordingly. The librarian is expected to guide teachers and students in understanding academic integrity and ethical violations.

Teachers;

- Know and apply the principles of academic honesty.
- Inform students about the academic integrity policy.
- Demonstrate the method of citing sources and preparing a bibliography for the text.
- Do not accept assignments, projects, or presentations that do not use citation and bibliography methods.
- Explain and warn the student about the whole process that is likely to happen in case of suspicion of ethical violation.
- Inform the school administration, the PYP Coordinator, and the student's parents about possible ethical violations by students.
- Inform the students verbally and in writing about the deadlines for the submission of their original works and the consequences they will face in case of delays.

## **ADMINISTRATOR RESPONSIBILITIES**

Administrators

- Carry out academic integrity practices within the prepared training program on targeted dates,
- Model and monitor academic integrity and ethical violations,
- Ensure that students, teachers and parents understand and follow procedures related to academic integrity and ethical violations.

## **PARENT RESPONSIBILITIES**

Parents support their children in following the academic integrity procedure and the school's academic integrity policy.

## **ACTIONS TO BE TAKEN AS A RESULT OF ACADEMIC INTEGRITY VIOLATION**

The actions in this section are designed to encourage students to adopt and practice the principles of academic integrity.

- At the beginning of each academic year, the librarian organizes a workshop on 'Academic Integrity' with students to ensure that the principles are adopted by the students and that the consequences that the students will face in case of violation of the principles are clearly shared with the students.
- For the works that do not include a bibliography, the student adds the bibliography with the guidance of the teacher.
- Works without bibliography are not allowed to be shared in the classroom or exhibited in different places of the classroom/school until the bibliography is added by the student.
- It is shared with students with verbal feedback that it is not right for students in younger age groups to copy each other's work exactly without breaking their motivation to learn.
- If students are inspired by a friend in their work, it is shared with the students with verbal feedbacks that they should verbally indicate the person they are inspired by.

### Parents

- Encourage children to use original sources.
- Observe their children while doing internet research.
- Help their children to access information accurately.
- Recognize the importance of submitting assignments or projects on time and demonstrate the same attitude as the school management.

With the policy of academic honesty, our students support the accuracy of their own research/project/assignment, clarify the new information they add and allow the reader to check their objectivity, use the sources they use fairly, give credit to the researchers in the sources they use, and suggest sources for future studies. (Seyidođlu, 2000, 136-157)

The expectation with academic integrity is that learners will transfer these principles to all their academic and personal work throughout their lifetime. Our academic integrity policy is in line with the policy, learner profile characteristics and learning approaches of the PYP.

### Sources:

-*Seyidođlu, Halil. Scientific Research and Writing Handbook. Geliş. 8th bs. Güzem Publications, 2000*

-*Adapted from The IB Diploma Programme publication "Academic Integrity Policy" (2019)*

-Aydın, Vahdettin. "Science and Ethics: Ethical Violations and Their Consequences in the World of Science".15.04.2010. [https://www.academia.edu/9914764/Etik\\_1\\_](https://www.academia.edu/9914764/Etik_1_). 18.02.2013.

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