

**PROF. DR. MUMTAZ TURHAN
SOCIAL SCIENCES HIGH SCHOOL
ACADEMIC INTEGRITY POLICY**

SEPTEMBER 22

IB mission statement

The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.



IB learner profile

The aim of all IB programmes is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world.

As IB learners we strive to be:

INQUIRERS

We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.

KNOWLEDGEABLE

We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.

THINKERS

We use critical and creative thinking skills to analyse and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.

COMMUNICATORS

We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.

PRINCIPLED

We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.

OPEN-MINDED

We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.

CARING

We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.

RISK-TAKERS

We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.

BALANCED

We understand the importance of balancing different aspects of our lives—intellectual, physical, and emotional—to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.

REFLECTIVE

We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

The IB learner profile represents 10 attributes valued by IB World Schools. We believe these attributes, and others like them, can help individuals and groups become responsible members of local, national and global communities.

**PROF. DR. MUMTAZ TURHAN
SOCIAL SCIENCES HIGH SCHOOL
2022-2023 ACADEMIC YEAR IBDP STAFF**

	Name and Surname	Role
1	Mehmet Kurtay	School Principal
2	Hilal Alıç	Assistant Principal
3	Erdoğan Akar	IBDP/ TOK Coordinator
4	Beyhan Orkun	CAS Coordinator
5	Volkan Bartık	EE Coordinator / Geography / TITC
6	Adile Aydın	Turkish Literature
7	Solmaz Çiçek	Turkish Literature
8	Yeliz Karakuş	Mathematics
9	Çağla Nikbay	English B
10	Zeynep Bakıcıoğlu	English B
11	Sinem Göher	Biology
12	Ayşenur Mayalı	Sociology / TITC
13	Ayşenur Gülen	History / TITC / Arabic Ab Initio
14	Volkan Ongun	French Ab Initio
15	Kezban Göçecek	German Ab Initio
16	Levent Gökkaya	School Counsellor
17	Ceren Kurşun	Librarian

A) ACADEMIC INTEGRITY	
A.1.) What is Academic Integrity?.....	6
A.2.) Why is Academic Honesty Important for Our School?.....	6
A.3.) Values Forming the Principle of Academic Integrity.....	7
A.4.) Concepts of Academic Integrity.....	7
A.5.) Situations Contrary to the Principle of Academic Integrity.....	9
B) PLAGIARISM	
B.1.) What is Plagiarism?	10
B.2.) Types of Plagiarism	10
B.3.) Consequences of Plagiarism.....	12
B.4.) Ways to Avoid Plagiarism.....	13
C) ISTANBUL PROF. DR. MUMTAZ TURHAN SOCIAL SCIENCES HIGH SCHOOL ACADEMIC INTEGRITY POLICY	
C.1.) The Process of Establishment of the Academic Integrity Policy.....	14
C.2.) 2022-2023 Education Period Istanbul Prof. Dr. Members of Mümtaz Turhan Social Sciences High School Academic Integrity Committee.....	14
C.3.) Responsibilities of the Academic Integrity Committee	14
C.4.) Teacher Responsibilities in the Context of Academic Integrity Policy.....	15
C.5.) Student Responsibilities and Achievements within the Scope of Academic Honesty Policy and Student Learning Profile.....	16
C.6.) Parent Responsibilities in the Context of Academic Integrity Policy.....	18
C.7.) Sanctions in Case of Violation of Academic Integrity.....	19
D) ISTANBUL PROF. DR. MUMTAZ TURHAN SOCIAL SCIENCES HIGH SCHOOL ACADEMIC HONESTY AGREEMENT	20
D.1.) Istanbul Prof. Dr. Mümtaz Turhan Social Sciences High School Academic Integrity Student Agreement.....	20
D.2.) Istanbul Prof. Dr. Mümtaz Turhan Social Sciences High School Academic Integrity Parent Agreement.....	22
D.3.) Istanbul Prof. Dr. Mümtaz Turhan Social Sciences High School Academic Integrity Principle Student Evaluation Form.....	23
D.4.) Istanbul Prof. Dr. Mumtaz Turhan Social Sciences High School's Report of Violation of Academic Integrity Policy	24
E) ISTANBUL PROF. DR. MÜMTAZ TURHAN SOCIAL SCIENCES HIGH SCHOOL THE RELATIONSHIP OF ACADEMIC INTEGRITY POLICY WITH OTHER POLICIES OF THE SCHOOL	25
F) BIBLIOGRAPHY	26

ACADEMIC INTEGRITY

A.1.) WHAT IS ACADEMIC INTEGRITY?

In all scientific and artistic studies, publications and applications such as articles, thesis, projects, presentations, and papers;

- completely rejecting the theft of information and labor,
- opposing the use of such initiatives,
- subject to certain sanctions in case of violation,
- defending scientific morals and ethics,
- it is an academic principle whose accuracy and validity has been unquestionably accepted..

A.2.) WHY IS ACADEMIC INTEGRITY IMPORTANT TO OUR SCHOOL?

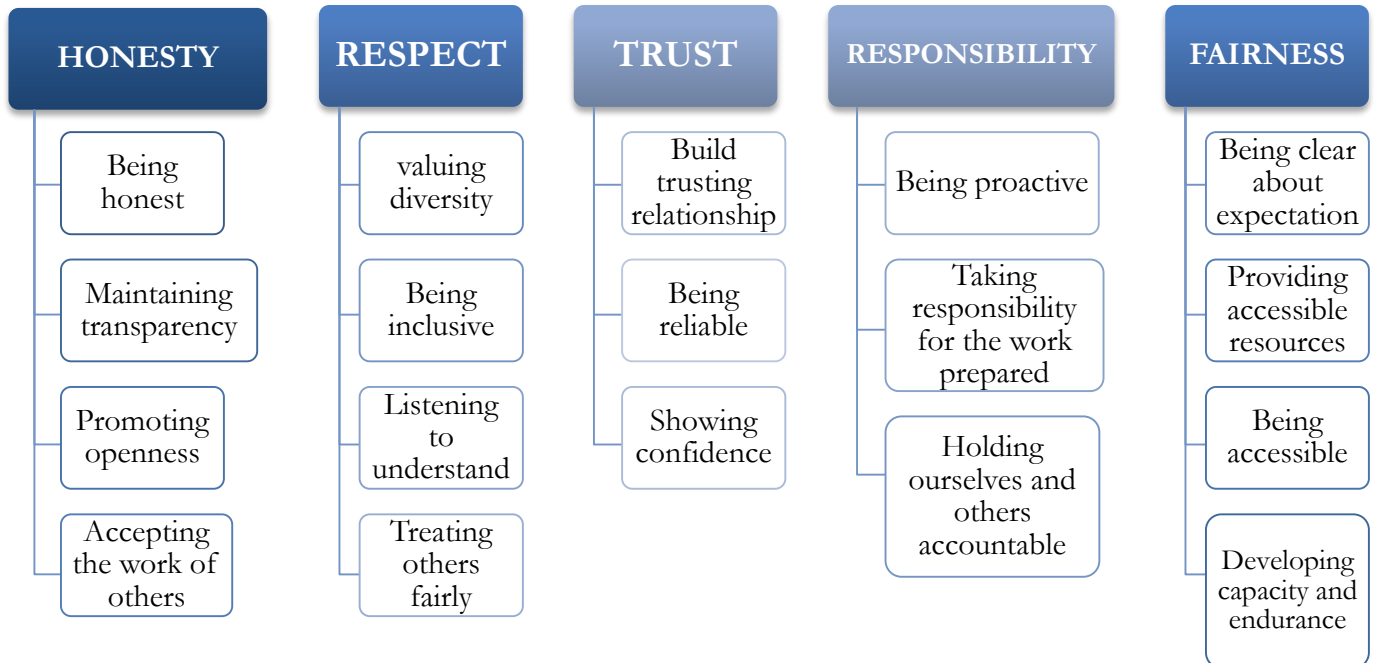
With the national education system, IB and IGCSE programs implemented in our school, thinking, researching, questioning, knowledgeable, sensitive, respecting human values, different cultures and sociological structures, able to take responsibility, honest, effective communication, taking their own decisions, principled, reliable, open We aim to raise young people who are forward-thinking, able to take risks when necessary, find balance in all areas of life, and have developed subjective awareness.

The principle of academic honesty is one of the most sought-after qualifications in order for all the studies prepared by our students during the education period to be valid, to receive the necessary approvals and to be accepted in order to achieve our goals.

With academic honesty, we aim for our students to put forth their own creative potentials, choices and ideas by putting effort and effort, in accordance with moral values, respecting the existence of previously published publications in the field of the study, which they will adopt and undertake all the results of.

We care about the fact that students are able to comprehend and apply the importance of academic honesty, an achievement that they will continue throughout their lifelong learning and working lives. We believe that being aware of this will enable them to become principled individuals both in their education and business life.

A.3.) VALUES THAT FORM ACADEMIC INTEGRITY PRINCIPLE



A.4.) CONCEPTS OF ACADEMIC INTEGRITY

✦ **Plagiarism**

Using someone else's ideas, words, data, or other materials produced by them without their consent.

✦ **Collusion**

Collaborating with others and using the ideas or words of this collaboration as if they were the Enrolled Student's own work, or allowing others to use the ideas or words of the collaboration without their approval;

✦ **Distortion**

Changing the researched and obtained information, to present the materials or sources that are not used in the research as if they were used, to change the data obtained as a result of the research conducted in line with the interests.

✦ **Forgery**

Using untrue or altered data in research.

✂ **Duplicating**

Sending the same document more than once for different assignments and researches, to use the same work by duplicating it in different environments.

✂ **Sabotage**

Students' inhibitory attitudes when doing research or homework on other students.

✂ **Impersonate Someone Else**

Pretending to be someone else using a false identity, impersonating another student.

✂ **Tampering (Changing) Information**

Changing existing information in homework or research, using it by changing it, adding incomplete data, producing non-existent citations.

✂ **Cheating:**

Presenting false information to teachers in order to prevent negative situations related to the assignment, project or research (for example, making excuses for extending the assignment deadline, not taking the exam by providing a false reason)

Providing information from another source or another person's exam paper, homework, project, etc.

✂ **Fabrication**

The use of false information or citations in any form of academic work, or the alteration of a graded academic work to allege an error in grading.

✂ **Connivance (Consultation/Collaboration)**

Supporting another student's academic dishonesty, allowing the work to be copied by someone else.

✂ **Copying**

Copying research or work done by someone else and presenting it as one's own work.

✂ **Misconduct**

Communicating with other students during the exam, delaying homework or research, not treating every student equally, discriminating against students by considering their personal identity, helping the desired student during the exam or in a requested research.

✂ **Probability Balance**

It is the greater satisfaction of the IB community that any event attributable to academic irregularity has

not occurred. It is a term used when making decisions in cases where there is no evidence except in doubtful cases, but academic irregularity is thought to have been committed.

✂ Academic Misconduct

Intentional or unintentional behavior that has the potential to gain an unfair advantage in the assessment components of the student or the IB community. Behavior that could put another student at a disadvantage is also considered academic misconduct.

A.5.) SITUATIONS THAT VIOLATE ACADEMIC INTEGRITY PRINCIPLE

- Doing work for other students or having others do their homework
- Presenting or delivering all or part of the previous work, assignment or project in different courses without reference.
- Plagiarism.
- Cheating during exams and academic studies.
- Changing or making up any idea, figure or statistical data and use them in a study.
- Citing non-existent sources or creating a fake dataset
- Taking the exam for someone else or putting someone else in the exam for yourself.
- Using publications that do not comply with copyright and publication principles (eg: pirated publications)
- Coming to the exam with inappropriate and unauthorized material
- Disturbing other people in the exam and classroom environment
- Publishing, duplicating or printing academic works without permission.

PLAGIARISM

B.1.) WHAT IS PLAGIARISM?

- Theft
- Representing someone else's ideas and statements or the work of someone else as partially or completely as one's own.
- It is a fraudulent act.
- Academic theft.

According to the University of Cambridge, examples of plagiarism include:

- ✗ Literally quoting another person's work without citing the source
- ✗ Using the ideas of others without appropriate attribution
- ✗ Copy-paste as from the Internet
- ✗ Paraphrasing the work of others by changing some words or the order of words without attribution to the original source.

According to The Office of Research Integrity (ORI) in the USA, plagiarism is clearly defined as a crime. According to the agency, plagiarism is both an act of theft and a violation of intellectual property, and is considered embezzlement of someone else's intellectual property.

Therefore, it would not be an exaggeration to say that plagiarism is an act of fraud, because both committing theft by stealing someone else's ideas, and then acting unethically because an honest attitude is not displayed in this regard. In summary, plagiarism is an act of fraud and a serious crime that can lead to sanctions that can end your academic life.

B.2.) TYPES OF PLAGIARISM

1) Self-plagiarism

Publishing a previously published work of one's own as if it is a new work, and it means the unethical re-use of this previously published work. Even if it is one's own work, republishing a work that has been published before is not considered an honest behavior and is considered plagiarism.

2) Auto-plagiarism

Automatic plagiarism is the use of some of an author's previous paragraphs in a new article without any reference to it.

3) Global plagiarism

Global plagiarism means taking the entire work of another person and publishing it as one's own work. This

can happen, for example, in the form of writing an article, homework or master's/doctoral thesis for a person, or by finding an online text and copying it as it is and showing it as one's own work without citing the source.

Global plagiarism, which is a widely used method of plagiarism, is considered one of the most serious types of plagiarism because it involves the act of deliberate and direct lying about the authorship of an academic work, and it can have very serious consequences.

4) **Verbatim plagiarism, copy and paste**

In this plagiarism management, which has become quite common especially with the spread of the internet and information technologies and is mostly known as the copy-paste method, it is a plagiarism made by copying a text directly from a source and pasting it into the prepared work without referring to the author or the work.

If the general sentence structure and most of the words are the same as in the original work, even if a few words are deleted or changed, this does not change the fact that the action is plagiarism.

If the person wants to use the words or sentences of another author as they are in the works, he/she should definitely refer to the original source by quoting the copied text and adding in-text quotations. Otherwise, the action may be considered plagiarism and may lead to undesirable consequences.

5) **Mosaic /patchwork plagiarism**

Mosaic plagiarism means copying sentences, passages and ideas from different sources as they are and putting them together to create a new text. In fact, this involves a slight rewriting of passages while keeping most of the words and structure in the original work intact. Although at first glance it seems as if it is more innocent because it requires more effort, especially when compared to plagiarism made by copy-paste method, it is actually considered as a more opportunistic and cunning act. However, it should not be forgotten that it is easily detected by institutions and tools that check for plagiarism and similarity, especially like Turnitin.

6) **Incorrect citation**

The key to avoiding plagiarism is to always refer to the sources used and benefited in the study. It is necessary to format the citations correctly according to the APA “American Psychological Association” format rules.

Failure to include or misplace all required information is considered plagiarism. For this reason, most citation styles require, in addition to in-text citations, to include a reference list, bibliography or bibliography with full details of each cited source at the end of the study.

7) **Paraphrasing plagiarism**

Paraphrasing means restating someone else's text to have the same meaning as other words. Changing sentences or words by paraphrasing without quoting is among the most common types of plagiarism.

However, it is not plagiarism to paraphrase the texts in question as long as the source is quoted correctly and the relevant author or work is cited. However, when he examines a source and then rewrites its key points as if it were his own opinion, it is seen as paraphrasing and considered plagiarism.

If you are translating a piece of text from another language and it is planned to be used in the study, it is necessary to specify the original source correctly and to make a proper reference. An uncredited translation is an open use of someone else's ideas and is definitely considered plagiarism.

Plagiarism in terms of Photos, Music and Videos

There is also the possibility of plagiarism when it comes to photos, pictures, musical works and videos. The act is considered plagiarism if a video, photograph or image is used in works without the permission of the artist or owner or without proper attribution.

B.3.) CONSEQUENCES OF PLAGIARISM

- Failing homework.
- When the branch teacher determines that any part of the assignment does not belong to the student, he has the right not to upload the assignment and to give an F even if he uploads it.
- Preparing a defense.
- Losing the right to receive a diploma.
- Extension of the education and training period.
- Loss of all gains obtained as a result of the plagiarized work.
- Dismissal from profession (according to article 53/5 of the Law No. 2547)
- Not being reassigned to the position.
- Loss of title.
- Warning and reprimand.
- Deduction from salary or salary.
- Stopping promotion.
- Legal sanction

The act of plagiarism is governed by the 3rd paragraph of Article 71 of the Law No. 5846 on Intellectual and Artistic Works, "The person who cite a work without citing the source is sentenced to imprisonment from six months to two years or a judicial fine".

In the 5th paragraph of the same article, it is decreed that "Anyone who provides insufficient, false or deceptive references to a work will be punished with imprisonment for up to six months"..

The person who names the work of another person as his own work is punished with imprisonment from six months to two years or a judicial fine. If this act is committed by distributing or publishing, the prison sentence is five years and a judicial fine cannot be imposed.

A person who makes a public statement about the content of a work that has not been made public without the permission of the right holders is punished with a prison sentence of up to six months.

B.4.) WAYS TO AVOID PLAGIARISM

- Making a complete note of the sources used during the research.
- Using own expressions while taking notes
- Creating a complete and organized resource list
- Paying attention to the plagiarism rate that will appear in the plagiarism program where the studies are uploaded.
- Refraining from uploading and sharing the works on any program or website without the consent of the consultant before submitting them.

ISTANBUL PROF. DR.
MUMTAZ TURHAN
SOCIAL SCIENCES
HIGH SCHOOL
ACADEMIC
INTEGRITY POLICY

C.1.) THE PROCESS OF FORMING THE ACADEMIC INTEGRITY POLICY

Istanbul Prof. Dr. Mümtaz Turhan Social Sciences High School Academic Honesty Policy; Prepared by the School Principal, Deputy Principal, IB-IGCSE and Deputy Director of Library, DP-IGCSE Coordinator and Library Teacher. ISBL's Academic Integrity Committee includes School Principal, Deputy Principal, Deputy Director responsible for IB-IGCSE programmes and Library, DP-IGCSE Coordinator, Library Teacher, Turkish Language and Literature Teacher, English Teacher, IT Teacher, Psychological Counseling and Guidance Teacher.

C.2.) 2022-2023 ACADEMIC YEAR ISTANBUL PROF. DR. MUMTAZ TURHAN SOCIAL SCIENCES HIGH SCHOOL MEMBERS OF ACADEMIC INTEGRITY COMMITTEE

MANAGEMENT STAFF OF THE COMMITTEE

School Principal
Deputy Director
Deputy Director of IB-IGCSE and Library
DP- IGCSE Coordinator

TEACHING STAFF OF THE COMMITTEE

Turkish Language and Literature Teacher
English teacher
IT teacher
Psychological Counsellor and Guidance Teacher
Library Teacher

C.3.) RESPONSIBILITIES OF THE ACADEMIC INTEGRITY COMMITTEE

The committee;

- meets every year at the beginning of the academic year and its staff is re-formed.
- examines the academic honesty policy of the school for the studies to be prepared during the year, makes the necessary additions and reductions, taking into account the suggestions and opinions of all

administrators and teachers in the school, and announces and publishes the current version of the policy in a way that the school administration, teachers and students can easily access. .

- raises awareness about the principle of academic honesty and helps the school administration, teachers and students to fully adopt and implement this principle.
- indicates the responsibilities of teachers, students and parents.
- prepares a calendar about the education-teaching calendar and informs teachers, students and parents about this calendar.
- performs the necessary controls to provide necessary information on how to cite, how much the citation rate should be, what issues should be observed in order to create original publications, and to ensure continuity in the application of the transmitted information.
- explains the concept of plagiarism and which situations are plagiarism with examples, and enables the student to master the ways of avoiding plagiarism.
- outlines the sanctions that await students in cases such as violating the policy, plagiarism and cheating the Academic Integrity Student Agreement, which has been prepared regarding the academic honesty policy, by having the student sign it during registration.
- ensures that sanctions are applied by ensuring that the procedure to be applied in case of violation of the academic honesty policy is implemented.
- prevents the use of publications (piracy, etc.) that are published without complying with the publication principles by paying attention to the legality of the publications used by the students,.
- ensures that necessary exam arrangements are made during exam times and informing the supervisors about their responsibilities.
- ensures the creation of a lesson environment suitable for the content in the lessons.
- examines the validity of the policy with periodic meetings and checks the level of implementation within the school in order to adapt the academic honesty policy to innovations,.

C.4.) TEACHER RESPONSIBILITIES IN THE CONTEXT OF ACADEMIC INTEGRITY POLICY

Teachers;

- adopt, support and implement the Academic Honesty Policy.
- inform students about the policy and encourage them to practice.
- evaluate assignments from an objective point of view without confusing their own value judgments.

- organize the course and exam environment in accordance with the academic honesty policy and the rules of the National Education System.
- enable students to prepare their bibliographies according to the APA “American Psychological Association” referencing technique.
- collect the necessary evidence and applies the procedure when they notice an attitude or behavior contrary to academic honesty in students.
- direct students to the use of publications prepared in accordance with copyright and publication principles.

C.5.) STUDENT’S RESPONSIBILITIES AND OUTCOMES UNDER ACADEMIC INTEGRITY POLICY AND LEARNING STUDENT PROFILE

→ **Thinker**

They do their research in an objective way and follow an objective point of view. Critical and creative thinking skills are used to present a new thesis on the chosen research topic and to analyze the problems encountered.

→ **Researcher**

In order to complete the learning process, which is the main purpose of the student, he/she makes a literature review by using research techniques and methods for the researches that he/she needs and the teachers deem necessary.

→ **Inquirer**

Instead of accepting all the information he/she has obtained as correct, he/she gives importance to asking questions and questions the accuracy of the information by cross-referencing.

→ **Knowledgeable**

Thanks to his/her research, he/she discovers many disciplines and interdisciplinary knowledge, makes connections, develops conceptual understanding and gains knowledge about the subject..

→ **Caring**

Since the student knows that cheating while preparing his/her homework and taking the exam is the theft of labor, he/she does not cheat by being caring, and does not allow anyone else to cheat on him/her. It creates a work based entirely on their own effort.

By fulfilling his/her responsibilities in group and teamwork, by not letting someone else do his/her work,

and not allowing others to do it, he/she will be sensitive to his/her responsibility towards the group.

In case of witnessing the violation of academic integrity, it acts sensitively and informs the relevant people.

→ **Open-minded**

He/she listens not only to his/her own views, but also to other opinions with interest and attention. He/she treats these views and the people who express them with respect.

When quoting, instead of showing the information he/she has acquired as his/her own, he/she shows respect to someone else's work by stating the source he/she has benefited from in the bibliography.

He/she acts respectfully by avoiding the use of publications that do not comply with copyrights and publication principles.

→ **Responsible**

The fact that students reveal their homework with their own abilities and skills in accordance with the academic honesty policy improves the sense of belonging to their studies and instills the awareness that they are responsible for all positive and negative possibilities that may occur as a result of complying with the academic honesty principle.

→ **Honest**

In particular, he/she demonstrates his/her scientific honesty by using bibliography in his/her homework, citing the work instead of assuming his/her citations as his/her own knowledge, and using academic data accurately and completely.

→ **Communicator**

He/she can learn to express himself/herself confidently and creatively in more than one language, and can communicate effectively by collaborating and listening carefully to the perspectives of other individuals or groups.

→ **Decision-takers**

He/she develops the ability to make his/her own decisions by determining the homework subjects himself/herself, identifying the resources he/she will benefit from through the literature review, choosing the club he/she wants to join from among the clubs opened in different fields in the school, choosing the scientific activities such as symposium, conference, debate for him/her and taking part in the organization stage.

→ **Principled**

While preparing the homework, he/she acts principled by stating the source of each citation in the bibliography section in accordance with the APA "American Psychological Association" referencing

technique, avoiding behaviors that would disrupt the classroom environment during exams and lessons, and following the guidance of the teacher, while taking into account the rights and efforts of others.

Acts with principles because it avoids situations that violate the academic integrity policy because he/she knows that it is against integrity.

→ **Reliable**

Making an effort to fulfill the responsibilities, he/she has taken in a timely and duly manner, always taking steps with explanations will not only improve the student's trustworthiness, but also ensure that the studies he/she will prepare are approached with a reliable perspective.

→ **Open-minded**

The student accepts the existence of values in various categories such as cultural, sociological, historical, moral, as well as other values, makes the necessary evaluations, comparisons and criticisms and expresses his ideas with an open mind by experiencing them within the possibilities.

→ **Risk-taker**

He/she exhibits a student profile that can take risks by being foresighted in case of uncertainty encountered during the study, adapting to the material-moral difficulties, physical and intellectual changes that will occur, and determining the decisions that need to be made.

→ **Balanced**

He/she avoids extremism by recognizing the importance of balancing different aspects of life (intellectual, physical, and emotional) to achieve success.

→ **Reflective**

They create and develop their subjective awareness by discovering their own mental and physical structures and realizing their potential through training in different disciplines such as sports, art, science and culture.

C.6.) RESPONSIBILITIES OF PARENTS IN THE CONTEXT OF ACADEMIC INTEGRITY POLICY

Parents;

- become aware of, understand and adopt the academic honesty policy prepared by the school.
- motivate the student to act in accordance with the policy.
- if they realize that their student violates the policy, they are informed about the sanction to be applied by the school and cooperate with the school on the subject.

- observe the effort and progress the student has made during the learning process while evaluating the success of the student. They are aware that grade is not the only criterion that determines success.
- know the responsibilities given to the student and do not fulfill them himself.
- support students for the use of publications prepared in accordance with copyright and publication principles.

C.7.) SANCTIONS FOR VIOLATION OF ACADEMIC INTEGRITY

- The study that is found not to carry the academic honesty principle will not be evaluated.
- First, the teacher and coordinator, then the Academic Integrity Committee discusses the situation with the student and is asked to fill in the Academic Integrity Evaluation Form. A written defense is received from the student who fills out the form.
- The student whose defense is taken is invited to meet with the committee. The record is written. This prepared document is signed by both the student and the committee members.
- Committee members are given 3 working days to examine whether the principle of academic honesty has been violated.
- At the end of 3 working days, the committee makes its decision and the decision is signed in writing.
- This process is conveyed to the student's parents.
- If the Committee determines that there is a violation in the study, the sanctions specified in the 22nd and 55th articles of the "Regulation for Evaluation of Student Behaviors" and the 48th and 164th articles of the MEB Secondary Education Institutions Regulation are applied.
- The student cannot take part in the student boards until he/she graduates and cannot be involved in any work to represent the school.
- When it is necessary to write a reference letter to the student, this situation is taken into consideration and if necessary, this situation is reported to the university where the student wishes to study.

**ISTANBUL PROF. DR.
MUMTAZ TURHAN
SOCIAL SCIENCES
HIGH SCHOOL
ACADEMIC
INTEGRITY
CONTRACTS**

**D.1.) ISTANBUL PROF. DR. MUMTAZ TURHAN SOCIAL SCIENCES HIGH SCHOOL
ACADEMIC INTEGRITY STUDENT AGREEMENT**

Istanbul Prof. Dr. Mümtaz Turhan Social Sciences High School students are expected to act in accordance with the academic integrity policy after the relevant information is given.

Criteria to be followed within the scope of the School's Academic Integrity Policy;

- 1) I will indicate the sources of information I use in my studies in accordance with the APA “American Psychological Association” reference technique.
- 2) I will not allow all or part of my homework and research to be copied physically or electronically.
- 3) I will not submit a work that I have not done, prepared by someone else.
- 4) I will not insert material into the exam or class without the approval of the school administration, my IB/IGCSE Coordinator and my teachers.
- 5) I will avoid behaviors that will disturb the peace of the environment and hinder learning and teaching during the exam or class.
- 6) I will not exchange information with anyone or any source during the exam.
- 7) I will not access the exam papers without permission.
- 8) I will stay away from any attempt that will be considered as cheating in the exam.
- 9) I will not help or allow anyone else to cheat.
- 10) I will not allow my own work to be copied.
- 11) I will not copy someone else's work, I will not cite improperly.
- 12) I will not use other people's words or ideas without specifying who they belong to.
- 13) I will indicate the work of another friend that I inspired while doing my homework in accordance with the rule.

- 14) I will not take official, physical and electronic documents belonging to someone else without permission.
- 15) I will not make changes on official documents.
- 16) I will not make changes to the laboratory data.

Students who act against academic integrity will face the consequences specified in the MEB disciplinary regulations, and a procedure will be applied by the school administration.

I have read and understood the above information; I declare that I will act in accordance with academic honesty in all my work and behavior in/out of school.

Student's name and surname :

Class :

Date:

Phone number:

Signature :

D.2.) ISTANBUL PROF. DR. MUMTAZ TURHAN SOCIAL SCIENCES HIGH SCHOOL
ACADEMIC INTEGRITY PARENT AGREEMENT

I read the academic integrity student agreement signed by my student named I understood the rules that my student should pay attention to, that if he does not comply, he will face the consequences specified in the disciplinary regulations of the Ministry of Education, and the necessary procedure will be applied by the school administration. I declare that I will support my student to act in accordance with academic honesty in his studies and behaviors.

Parent's Name and Surname:

Date:

Phone number:

Signature :

D.3.) ISTANBUL PROF. DR. MÜMTAZ TURHAN SOCIAL SCIENCES HIGH SCHOOL
ACADEMIC INTEGRITY PRINCIPLE STUDENT ASSESSMENT FORM

Distinguished Students,

The form below is to assess your attitude towards the principle of academic integrity. Read the criteria one by one and tick the box that best suits you. With the data obtained from the results of this form, the programming you need will be done during your education period.

CRITERIA	Yes	No	Partially
I know what copy means.			
I know what academic honesty means.			
I know the academic integrity rules regarding tests and exams.			
I know the academic integrity rules regarding assignments and presentations.			
I know what plagiarism means.			
I know what it means to have information delivered incorrectly or correctly.			
I know that it is not right to copy someone else's work and not to cite a bibliography.			
I know that it is not right for me to do an assignment with someone else's involvement that my teacher wants me to complete on my own.			
I know I shouldn't harm the work of others.			
I know what bibliography/references means.			
I know that preparing a bibliography is an act of academic honesty.			
I know what information should be included in the bibliography/references.			
I know the way to prepare a bibliography/references.			
I know how to prepare a bibliography / references.			

If you have anything to add:

.....

.....

.....

Name Surname:

Class:

Signed:

Date:

**D.4 ISTANBUL PROF. DR. MÜMTAZ TURHAN SOCIAL SCIENCES HIGH SCHOOL VIOLATION
REPORT OF ACADEMIC INTEGRITY POLICY**

Date :
Student's name :
Class :
Teacher's name:
Lesson :
Task/Assignment Description:
Description of the event:
Copy of Student's Work:
Student Signature:
Teacher Signature:

ISTANBUL PROF. DR.
MUMTAZ TURHAN
SOCIAL SCIENCES
HIGH SCHOOL
THE RELATIONSHIP
OF ACADEMIC
INTEGRITY POLICY
WITH OTHER
POLICIES OF THE
SCHOOL

Academic Integrity Policy directly and indirectly affects other policies at Istanbul Prof. Dr. Mümtaz Turhan Social Sciences High School (Student Admissions Policy, Inclusion Policy and Assessment Policy) and these policies are in constant interaction with the IB-DP Academic Integrity Policy.

1) Student Admission Policy

In order to implement the "IB-DP Academic Integrity Policy" of the school, an Academic Integrity Agreement is signed by the current and prospective students who will be accepted to the school and by their parents. In this way, students and parents are aware of their responsibilities and do not act against the principles of academic integrity in their studies throughout the year.

2) Inclusion Policy

“All individuals can learn.” Acting with the principle of academic integrity for our students who need inclusion in our school, the academic honesty policy is explained and practices such as bibliography are explained and made applicable.

3) Assessment Policy

Every teacher at our school encourages students in academic honesty. For this reason, regardless of the course group, attention is paid to the students' references in all kinds of work, such as homework, projects, and while evaluating the studies, it is taken into account whether they comply with the rules of academic honesty.

4) Language Policy

Every student knows that using a text or sentence produced by someone else in their mother tongue and foreign languages without permission and without specifying the source is "plagiarism". Guiding the student in the preparation of an original work and giving ideas to the student are among the responsibilities of the course teacher.

BIBLIOGRAPHY

- <https://besteditproof.com/tr/academy/akademik-calismalarda-intihal-nedir-ve-intihal-turleri-nelerdir>
- <https://www.plagiarism.admin.cam.ac.uk/definition>
- https://vefalisesi.meb.k12.tr/icerikler/akademik-durustluk-politikasi_5396079.html
- <https://www.enka.k12.tr/adapazari/wp-content/uploads/2021/06/akademik-durustluk-politikasi.pdf>
- <http://www.kultur2000.k12.tr/upp/4/files/AKADEM%C4%B0K%20D%C3%9CR%C3%9CSTL%C3%9CK%20POL%C4%B0T%C4%B0KASI.pdf>
- <http://www.ortaweb.bilkent.edu.tr/formlar/mypadp.pdf>
- <https://uaeschoollibrariansgroup.files.wordpress.com/2018/06/ideal-libraries-for-ib.pdf>
- https://oidb.metu.edu.tr/sites/oidb.metu.edu.tr/files/ODTUAkademikDurustluk-Kilavuzu-7.3.2016.son_.pdf
- <https://buken.av.tr/intihal-sucu-nedir>
- <https://kutuphane.cankaya.edu.tr/wp-content/uploads/sites/42/2018/01/kurbanoglu.pdf>
- https://sabancilisesi.meb.k12.tr/meb_iys_dosyalar/34/03/455908/dosyalar/2021_03/15123330_Akademik_Durustluk_ve_Dogruluk_PolitikasY_revised.pdf?CHK=9b587655581a0ab548ed105a86641225