



漢鼎書院 Han Academy

Responsibility for Policy
Implementation:
政策負責方：

Principal (Secondary)
中學校長

Relevant to:
政策關聯方：

All Han Academy academic staff
(Secondary), students and parents
漢鼎書院教職員(中學)、學生、家長

Approved by:
政策批准方：

Principal (Head of School)
校長

Effective from:
政策生效日期：

20 June 2023
2023 年 6 月 20 日

Adjusted on:
調整于：

28 November 2023
2023 年 11 月 28 日

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下次檢討日期：

19 June 2024
2024 年 06 月 19 日

Relevant Documents:
政策相關文件：

Academic Honesty Pledge
學術誠信宣言

ACADEMIC HONESTY POLICY

Academic honesty is a set of values and skills that emphasise and promote integrity in learning, teaching, and assessment at Han Academy (hereinafter, the School). It is shaped by a variety of factors including peer pressure, cultural background, parental expectations, role modelling and taught skills. It appears easier to explain to students what academic dishonesty can be, with reference to plagiarism or other cases of academic cheating, particularly, in examinations. However, promotion of academic honesty should be treated in a positive way, by presenting the benefits of properly conducted academic study and respect for integrity of all forms of assessment. This policy is to promote and reinforce values which are crucial to the tradition of excellence in education, and applies to all students and activities at the School.

1. Policy philosophy

- 1.1 The School expects students to be honest in the whole process of study at the School, both on campus and online. By enrolling at the School, students agree to follow high standards of academic integrity.
- 1.2 The Policy is developed within the framework of the IB Academic Honesty Policy and aims at creating a fair learning environment for everyone at the School.
- 1.3 All staff members of the School are expected to support students in their determination to maintain high standard of academic honesty. Students are to be advised by teachers on how to use information sources, including how to obtain authorisation to use that information in a legitimate way.
- 1.4 This School has a strong intention to minimise and, if possible, to eliminate cases of academic dishonesty, rather than to establish the code of punishment for academic dishonesty cases already committed by students. Teachers shall provide necessary guidance to students in order to help them understand the importance of academic integrity, ethical and legal aspects related to it, and to develop their high academic morality and conduct.
- 1.5 The School aims at maintaining high-standards of academic honesty and providing timely responses to cases of academic dishonesty.
- 1.6 Students, who have committed an act of academic dishonesty are not eligible for a scholarship or award from the School for two academic years (the year, when the act is committed is considered as the first).

2. Integrity Code

- 2.1 All students of the School have an obligation to comply with the requirements of this Policy.
- 2.2 The Policy is an open document and is presented to the School's community through the School's website.
- 2.3 Students in the School are required to understand the importance of the Policy and implications of violations of the Policy.
- 2.4 Each student of the School's Secondary section (Y7-13) is required to accept and sign the following pledge: **"I, a student of Han Academy, recognise that the School expects me to be honest in my academic work. I accept the Academic Honesty Policy of Han Academy and understand that my failure to comply with my commitment may lead to a disciplinary action."** Parents of students in both Secondary and Primary (Y1-Y6) sections will be kept informed about the pledge and the importance of maintaining academic honesty in all written work.

- 2.5 By accepting the pledge, students of the School's Secondary section and their parents/guardians are also required to sign an acknowledgement stating that they have become familiar with the requirements of this Policy.
- 2.6 All students who submit a formal written work under Cambridge Secondary 2 IGCSE, Cambridge AS/A Level and the IB Diploma Programme (e.g., a research paper, IBDP subject Internal Assessment, etc.) are required to confirm that it is their authentic work.
- 2.7 Any violation of this Policy by one student or a group of students is considered an act of academic dishonesty.
- 2.8 Any of the below-mentioned cases, as well as logical interpretation of any other act that is of similar nature, is considered an act of academic dishonesty or cheating:
- a) an act aimed at taking any information for earning academic credit, such as copying another students' work or part of it or allowing another student to do so;
 - b) sharing such information between students (if it is not a group work task), including in the online format;
 - c) obtaining unauthorised help in examinations or other similar assignments;
 - d) possessing unauthorised materials (including a calculator or dictionary) during examinations or other similar exercises;
 - e) submitting a written work or a substantial part of it in more than one subject class, without a consent of a teacher/the School;
 - f) ignoring a notice of an examination invigilator to stop working on the examination paper after the examination ended;
 - g) taking an examination or completing another type of assignment for another student or allowing another student to do so;
 - h) misinterpretation or misleading such as lying or omitting a material fact for academic gain;
 - i) inventing/faking data or source of information and presenting them as real in academic work;
 - j) attempting to obtain examination or other assignment materials of similar nature before the assignment is given to students by the teacher/the School;
 - k) bribing or being involved in an act of cheating for material benefit, either between students or a student(s) and a teacher(s);
 - l) committing an act of academic malpractice, as defined and explained below, in particular, plagiarism, i.e. copying or, by any other way, unauthorised borrowing of any material (such as ideas, phrases, sentences, etc.) of other authors/sources, without proper reference (as accepted internationally) that aims to present such material as an authentic one of oneself;
 - m) not turning on the video camera during tests/examinations taken in the online format (e.g., via the use of ZOOM or other software) and not showing the face and/or hands (and/or the test/examination paper), as required by the School;
 - n) leaving the test/examination room (including the 'online room') without permission. The procedure of leaving the room for an emergency/restroom is regulated by the respective programme or School's examination standards and requirements.

3. Malpractice

- 3.1 As defined by IB, malpractice is "...behaviour that results in, or may result in, the candidate or any other candidate gaining an unfair advantage in one or more assessment components. Malpractice includes: **plagiarism**: this is defined as the representation of the ideas or work of another person (or artificial intelligence (AI) – Han Academy) as the candidate's own; **collusion**: this is defined as supporting malpractice by another candidate, as in allowing one's work to be

copied or submitted for assessment by another; **duplication of work**: this is defined as the presentation of the same work for different assessment components; **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).”

4. Actions against academic dishonesty and appeal

- 4.1 The School takes all cases of academic honesty violations seriously.
- 4.2 The School is consistent in regard to checking the authenticity of the students’ written work (for instance, a research or IBDP subject Internal Assessment) and will use www.turnitin.com service to check authenticity of works. Students of Y7-Y13 are strongly encouraged to use *Turnitin* frequently. The School’s Librarian provides a guidance to the students and subject teachers on the general standards and practices applied by *Turnitin*.
- 4.3 Subject teachers, as directed by the respective subject department and in consultation with the School’s Librarian, guide the students on the use of the citation/reference format (e.g. MLA, Chicago/Turabian, etc.).
- 4.4 Students shall be treated the same way for the same type of violation. No discrimination on any basis is permitted.
- 4.5 The following actions are to be conducted in case of academic integrity violation:
 - a) Verbal warning, which can be given for minor attempts of violation;
 - b) Not allowing credit for a specific component of the assessment, including examination;
 - c) Not allowing credit for the subject assessment, including its semester and/or year-end mark;
 - d) Suspension or expulsion from the School.
- 4.6 Actions against academic dishonesty shall be conducted by
 - a) subject teacher (for a violation under 4.5 a), independently, and a violation under 4.5 b), after consultation with the Head of Pastoral);
 - b) examination invigilator (for a violation under 4.5 a), independently). A report to the programme coordinator is to be submitted by the invigilator during or after the examination, depending on the particular circumstances, as decided by the programme coordinator, in consultation with the Principal (Secondary).
 - c) teacher(s)/staff in charge of student discipline – Head of Pastoral (for a violation under 4.5 a) and b), independently, and a violation under 4.5 c), after consultation with the respective programme coordinator and the Principal (Secondary);
 - d) Head of School/Principal of Secondary (for any of the violations specified under 4.5, with exception of expulsion under 4.5 d), which, with consultation with the Principal of Secondary, is the prerogative of the Head of School only.
- 4.7 The decision made on an academic dishonesty case is to be within the scope of duties of the respective staff member.
- 4.8 Each student, to whom a decision on an academic dishonesty case has been made, has a right to appeal the decision, according to the Complaints Policy of the School.
- 4.9 As school community stakeholders, students and their parents/guardians have rights to information and transparent treatment of cases relating to academic honesty (integrity) violations (including investigation of such cases).
- 4.10 Throughout all phases relating to an investigation of suspected infractions and any subsequent pursuits relating to the appeals process, all parties (teachers, parents, and students) are to be accorded the rights of

- a) dignity, expressed by treating all parties with worthiness, honour, and esteem.
- b) fairness, which assumes treating all parties reasonably, even-handedly, and impartially.
- c) respect at all times, demonstrated by treating all parties with regard and value.

5. Roles and responsibilities

- 5.1 The Principal of the School is responsible for the establishment and promotion of good academic practice. Subject teachers, academic programme coordinators, the School's Librarian and/or any other assigned staff member, to their best efforts, guide students on academic honesty regulations and expected practice. Regular supervision over the practice can be delegated to Principal of Secondary or another officer assigned by the Head of School for the role.
- 5.2 The School supports the respective curriculum centre (Cambridge, IB) in maintaining strong practice of academic honesty, in particular, by its efforts to prevent, detect and investigate any case of academic dishonesty.
- 5.3 Subject teachers are responsible to confirm that, to the best of their knowledge, all works submitted by students for assessment are their authentic works (including Cambridge programme- and IB Diploma Programme-related), either marked internally or externally, as well as that all ideas of others included in the works are properly acknowledged.
- 5.4 Teachers, who are expected to act as good role models in regard to maintaining high standard of academic honesty for the students, are to detect any duplication of work, plagiarism or collusion and to provide their full support to the School in doing so and/or in the investigation of such cases.
- 5.5 Students are expected and strongly advised to revisit their works to ensure a proper acknowledgement is conducted before the submission of the final version of the work.

6. Policy review

- 6.1 The Policy is a subject of periodic review.
- 6.2 Unless found necessary, the Policy is to be reviewed at least once per academic year.
- 6.3 Policy reviews are to be coordinated by the Principal of Secondary, in cooperation with subject curriculum heads (directors) and teachers. The reviewed document enters into force after being approved by the Head of School.

References:

Academic Honesty, International Baccalaureate Organization 2011
General Regulations: Diploma Programme, International Baccalaureate Organization 2011
Academic Honesty Policy, Canadian International School, Hong Kong
Academic Honesty Policy, Hillside World Academy, Singapore



漢鼎書院

HAN ACADEMY

ACADEMIC HONESTY PLEDGE

Dear student,

As required by the Academic Honesty Policy of Han Academy, you must accept and sign the following Academic Honesty Pledge. It aims at strengthening the level of integrity in academic work you produce. Signing the pledge assumes that you have read and understood Academic Honesty Policy. In case if you have questions on the policy, please ask your homeroom teacher for clarification **before** you sign the pledge.

The School, including all its teachers, will always continue guiding you on the aspects related to academic honesty and will help you understand its requirements and expectations. **We wish you success in all your academic work!**

You are required to accept and sign this pledge:

"I, a student of Han Academy, recognise that the School expects me to be honest in my academic work. I accept the Academic Honesty Policy of Han Academy and understand that my failure to comply with my commitment may lead to a disciplinary action."

Student (name as in the passport)

Class (Year)

Date