



Agreed by IB

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as of «29» November 2024

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 as of «29» November 2024

Academic Integrity Policy

№ 81 International «Astana English School»

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Introduction

Astana English School pursues academic integrity as a foundational element of its spirit and operations. Therefore, all AES community members are expected to demonstrate academic integrity and comply with the academic integrity policy. In any case of academic malpractice, IB policy, as presented in the General Regulations: Diploma Programme, will apply. One of the main IB rules states, “A diploma will not be awarded in the case of academic misconduct.” The guiding principle of academic integrity can be seen as built up from a number of simpler concepts in education, that can start early during the Primary Years Programme (PYP), be reinforced during the Middle Years Programme (MYP) and cemented later through the Diploma Programme (DP).

Purpose of the Academic Integrity policy

- to maintain fairness
- To maintain trust and credibility.
- To develop respect for others.

Academic integrity and the IB learner profile

Implementation of the AES Academic Integrity Policy calls for all community members to be principled, which, according to the IB learner profile, stipulates that they “act with integrity and honesty,” assuming “responsibility for our actions and their consequences.” (IB, 2013, p. 21).

What constitutes academic malpractice?

Academic malpractice is a breach of regulation and includes, but is not restricted to, the following (IB, 2014):

<i>Plagiarism</i>	representation, intentionally or unintentionally, of the ideas, words, or work of another person without proper, clear, and explicit acknowledgment.
<i>Collusion</i>	supporting academic misconduct by another student, for example, allowing one's work to be copied or submitted for assessment by another.
<i>Duplication of work</i>	the presentation of the same work for different assessment components
<i>Sabotage</i>	trying to prevent others from doing work or interrupting lessons with improper behaviour. Also, this includes tearing out pages from library books and deliberately damaging other people's experimental (laboratory) work.
<i>Bribing.</i>	getting the correct test answers for money.
<i>Collusion.</i>	carrying out work together for the purpose of deception. For example, texting your friends during an online exam to compare answers
<i>Promoting academic cheating</i>	help others cheat; for example, let them copy their answers or take an exam instead of someone else.
<i>Lie.</i>	Providing false information to a teacher. For example, false excuses for submitting work later than others.
<i>Fabrication</i>	Falsifying data, information, or references in a work or displaying non-existent data to support one's hypothesis. For instance, you do an experiment science lesson. You had one hypothesis, but the experiment showed different results. But you want to prove your hypothesis and decide to record falsified (not true) data. Or you cite the wrong author. This action would be counted as academic misconduct.

<i>Misconduct during an IB examination</i>	for example, taking unauthorised material into an examination, behaviour that disrupts the examination or distracts other candidates, or communicating with another candidate.
<i>Any other behaviour that gains an unfair advantage for a candidate or that affects the results of another candidate</i>	For example, falsifying a CAS record, disclosure of information to and receipt of information from candidates about the content of an examination paper within 24 hours after a written examination via any form of communication/media

AI use.

The use of AI is not prohibited by the school due it is an innovative tool to obtain a new type of knowledge. Utilizing AI in investigating the research topic does not threaten the IB values; however, students need to follow the ethical principles and cite the obtained information correctly, paraphrase, make quotation marks and appropriately reference the AI generated text, image, or graph. If it is not done, then students would have a penalty for academic misconduct. How to cite and reference AI developed material, please see in Appendix B *APA format*.

“AI tools do not threaten the underlying principles of what the IB values.” Students are expected to research a topic, and with today’s technology that likely means starting with an internet search

The Role of the School

AES provides primary, secondary and high school students and teachers with support regarding the knowledge and skills required to demonstrate comprehensive academic integrity. Support includes the following elements:

- Workshops regarding the nature, formation, and usage of knowledge.
- Workshops regarding academic inquiry and research methodology.
- Correct citing and referencing training sessions.
- Correct citing and referencing supporting materials, such as *Effective Citing and Referencing*

(2022) and *APA Manual 7th edition (2021)*.

- In-class course-specific guidance concerning academic integrity by faculty members.
- Personal support upon request by school faculty members.
- The Academic Integrity Policy and other supporting materials concerning academic integrity are communicated to students, parents, and faculty members on an ongoing basis.

Teachers are expected to comprehensively comply with copyright regulations while using supporting materials prepared by other people.

AES is committed to the continuous development of practices promoting academic integrity. Faculty members are expected to set an example of appropriate academic conduct at all times and to respond to any kind of academic malpractice. A reprimand or reminder may constitute an appropriate response, depending on the circumstances. However, in case of a major breach of rules or recurring improper behaviour, the matter will be reported to the head of the school and PYP, MYP and DP Coordinator for further consideration. The school routinely uses plagiarism detection software, the Turnitin program.

Responsibility of students

Students are expected to demonstrate academic integrity and honesty at all times. If they are uncertain or confused about appropriate academic conduct, they are responsible for contacting a teacher immediately and consulting with them about the matter.

Academic integrity disciplinary procedure

Any suspicion of academic malpractice spurs an investigation and potential subsequent academic review, disciplinary hearings, and penalties. Students suspected of academic malpractice will be required to submit a written statement concerning the allegation within 48 hours of the IB Coordinator's notification regarding the specific matter. Even if a student declines to present a statement, the investigation and decision on whether the student is in breach of regulations will proceed.

According to the severity of the malpractice, each of the following penalties may be considered:

Level 1 penalty (first time)	Level 2 penalty (second time)	Level 3 penalty (systematic academic misconduct)	Level 4 penalty (Ignoring Academic Integrity policy)
Warning letter to the student.	Official procedure of filling in the Academic Misconduct Report (see Appendix).	Academic Misconduct Report is sent to parents	Organizing Pedagogical Council
Consequences: The student writes the explanation and submits another work.	Consequences: Reduction of Grade (50%).	Consequences: No grade for the component. The work is not accepted for submission.	Consequences: The student is restricted from taking school examinations and needs to study this academic year again.

Student's rights

Students suspected of academic malpractice are allowed to choose one advocate to accompany and assist them during the disciplinary procedure. The student determines the advocate's identity.

Policy review

The Admissions Policy will be jointly reviewed and amended by the school's faculty and administration annually.

Bibliography

APA style 7th edition handbook. <https://www.isu.edu/media/libraries/student-success/tutoring/handouts-writing/using-sources/APA7-Style.pdf>

International Baccalaureate Organization (2013). *IB learner profile in review: Report and recommendation*. Cardiff, UK: IB.

International Baccalaureate (2022). *Effective Citing and Referencing*. Cardiff, UK: IBO.

Appendix A

How to avoid plagiarism.

We have already indicated the major forms of academic misconduct. However, one of the frequent actions refers to plagiarism. Therefore, it is worth defining plagiarism types according to Grammarly (n.d.).

Complete plagiarism. Copying the entire text from the source or asking someone to write a written assignment for you is an example of complete plagiarism. It is an act of stealing someone's ideas and using it as your own

Direct plagiarism. It can also be referred to as complete plagiarism. The difference lies only in the volume of the copied text. While the whole paper is stolen in complete plagiarism, direct plagiarism occurs when the text is copied partially and without citing or referencing the author.

Paraphrasing plagiarism. It is an action when you paraphrase someone's words and write them in your own words; however, you do not credit the author's idea. It is one of the frequent forms of plagiarism and many students think they do not plagiarize. Nonetheless, it is a type of direct plagiarism.

Self-plagiarism. You can also plagiarize yourself. If you submit or reuse the same paper twice or more times, self-plagiarism can occur. To avoid this, you only need to cite your previous written work properly.

Patchwork plagiarism. This infringement occurs when the writer mixes someone's words with their own, thus making the reader believe that this idea is produced by him/her.

Source-based plagiarism. In this case, the writer misleadingly uses the sources. For example, citing sources from which the information was not borrowed or citing secondary sources as primary sources.

Accidental plagiarism. One of the most common types of plagiarism is when the writer plagiarizes accidentally. For example, forgetting to cite the sources or putting quotes, improper citation. But it is

also a failure of the assignment.

Consequences of plagiarism. Ultimately, all these forms have serious consequences when the student or a writer can fail the assignment and get zero marks, fail the subject and cannot be assessed for the whole term, or even be dismissed if the student continues ignoring the Academic Integrity policy.

Appendix B

APA format

In order to avoid plagiarism, it is vital to follow some international writing standards when citing, referencing, and formatting your work. This year, AES has decided to use APA style.

APA (American Psychological Association) created this style in 1929 when a cohort of social science researchers established standard rules and guidelines for organising scholarly works and making them easy to read. Since that time, it has been altered and grown to a manual. The very recent APA 7th edition was published in 2020. APA format of writing “standardises papers for the benefit of the writer, the reader, the reviewer, the evaluator...”(Hart, 2019). In order to avoid plagiarism and follow AES and IB Academic Integrity Policy, we need to follow APA rules when producing written work or PowerPoint presentations when citing sources. There are various sources, such as published and online books with one, two, or multiple authors, academic and non-academic journals, websites, pictures, images, and videos. And every time you use this or that source to take the information, it needs to be cited. APA citation requires two components, such as **in-text citations** and **references**.

APA in-text citations.

When the writer uses someone’s ideas or work, citing the source or an author is vital according to APA guidelines. In-text citation helps you to make this, and you need to cite the author and the year of the published source. In-text citations can be parenthetical and narrative (see Table 3).

Table 3.

APA in-text citations

Parenthetical citation	Narrative citation

Learning two languages simultaneously helps to succeed in different spheres of life (Dossantos, 2019).	Dossantos (2019) claimed that learning two languages simultaneously helps to succeed in different spheres of life
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Note. Table 3 illustrates two forms of APA in-text citations. Parenthetical citations are always put at the end of the sentence in brackets, while narratives can be at the beginning, and in the middle, you put only the year in parenthesis, not the author.

Source: *Adapted from the APA 7th edition guide.*

APA references.

In APA, references are placed at the end of the written work and indicate the sources cited throughout the paper. For example, a reference for the above-mentioned in-text citations of Dossantos’s paper would be indicated as this:

Dos Santos, M. L. (2019). Bilingual English Education: Expectation of Parents Who Enrol Their Children in Bilingual Primary Schools. *International Journal of Instruction*, 12(4), 747-766. <https://eric.ed.gov/?id=EJ1230100>

As you notice, the reference starts with the hanging indent; hence, it is crucial to know and understand the basic formatting rules in APA. References need to be put in alphabetical order.

In order to present a more practical use of APA in-text citations and references, please see the following Tables that introduce you to how to cite different sources in APA.

Table 4.

Citing a book with one author.

In-text citations	References			
Құнанбаев (1819/2020)	Author’s surname, first	Year of publication	<i>Book title with Italics</i>	Publisher Баспасы

)	and second initials Автордың тегі және бірінші, екінші инициалдары	Шығарылған жылы	<i>Кітаптың атауы курсивпен</i>	Немесе электрондық сілтемесі
	Құнанбаев, А.	(1819/2020).	<i>Қара сөздер</i>	Алматы кітап
	Құнанбаев, А.(1819/2020). <i>Қара сөздер</i> . Алматы кітап			

Note. Table 4 represents in-text citation and a reference for a book with one author.

Source: Adapted from APA 7th edition guide

Table 5.

Citing a book with two authors.

In-text citations	References			
Narrative citation: Ақпаева and Лебедева... (2019) Parenthetical citation (Ақпаева & Лебедева, 2019)	Authors surnames, first and second initials Авторлардың тегі және бірінші, екінші инициалдары	Year of publication Шығарылған жылы	<i>Book title with Italics</i> <i>Кітаптың атауы курсивпен</i>	Publisher Баспасы Немесе электрондық сілтемесі
	Ақпаева, А. Б. & Лебедева, Л. А.	(2019).	<i>Математика. Учебник 1 часть</i>	Алматы кітап
	Ақпаева, А. Б. & Лебедева, Л. А.(2019). <i>Математика. Учебник 1 часть</i> . Алматы кітап			

Note. Table 5 represents in-text citation and a reference for a book with two authors.

Source: Adapted from APA 7th edition guide

Table 6.

Citing a book with three or more authors.

In-text citations	References			
<p>Ахметова et al. (2017)</p>	<p>Authors' surnames, first and second initials</p> <p>Авторлардың тегі және бірінші, екінші инициалдары</p>	<p>Year of publication</p> <p>Шығарылған жылы</p>	<p><i>Book title with Italics</i></p> <p><i>Кітаптың атауы курсивпен</i></p>	<p>Publisher</p> <p>Баспасы</p> <p>Немесе электрондық сілтемесі</p>
	<p>Ахметова, С., Ибраева, А., Құлымбетова, А., Мағзұмова, А., Марқабаяева, А.</p>	<p>(2017)</p>	<p><i>Қазақстан тарихы - Оқулық</i></p>	<p>https://textbooks.nis.edu.kz/product/история-казахстанаоучебник/?land=kk</p>
	<p>Ахметова, С., Ибраева, А., Құлымбетова, А., Мағзұмова, А., Марқабаяева, А. (2017). <i>Қазақстан тарихы - Оқулық</i>. https://textbooks.nis.edu.kz/product/история-казахстанаоучебник/?land=kk</p>			

Note. Table 6 represents in-text citation and a reference for a book with three and more authors.

Source: Adapted from APA 7th edition guide

Table 7.*Citing an academic journal.*

In-text citations/мәтін ішіндегі дәйеккөздер	References /Сілтемелер						
Молдабаева (2021)	Author's surname, first and second initials Автордың тегі және бірінші, екінші инициалдары	Year of publication Шығарылған жылы	Article's title Мақаланың атауы	<i>Journal name in Italics</i> <i>Журналдың атауы курсивпен</i>	Volume number with italics Тираж номері курсивпен	Pages number Парақтардың нөмерлерін	DOI (Digital Object identifier) DOI (сандық нысан идентификаторы) немесе сілтеме
	Молдабаева, Н. Е.	(2021)	Заман талабына сай білім беру жүйесіндегі жаңашылдық	<i>Ustaz tilegi</i>	436	28-35	https://ust.kz/word/maqala_zaman_talabyna_sai_bilim_beru_juiesindegi_jangasyldyq-277186.html
	Молдабаева, Н. Е. (2021). Заман талабына сай білім беру жүйесіндегі жаңашылдық. <i>Ustaz tilegi</i> , 436, 28-35. https://ust.kz/word/maqala_zaman_talabyna_sai_bilim_beru_juiesindegi_jangasyldyq-277186.html						

Note. Table 7 represents in-text citation and a reference for an academic journal.

Source: Adapted from APA 7th edition guide

Table 8.

Citing a website

In-text citations/мәтін ішіндегі дәйеккөздер	References /Сілтемелер				
Kyrtils, L. (2023) Немесе автор болмаса, онда сайттың атауын жазасыз. International Baccalaureate (2023)	Author’s surname, first and second initials or Organization name Автордың тегі және бірінші, екінші Инициалдары немесе ұжымның атауы	Year, Month and Day of publication Шығарылған жылы, айы, күні	<i>Title italicized</i> <i>Атауы курсивпен</i>	Website name Вебсайттың атауы	URL link сілтеме
	Kyrtils, L.	(2023, June 6)	<i>MYP Exhibition 2023</i>	International Baccalaureate	https://www.ibo.org/programmes/middle-years-programme/myp-exhibition/
	Kyrtils, L. (2023, June 6). <i>MYP Exhibition 2023</i> . International Baccalaureate. https://www.ibo.org/programmes/middle-years-programme/myp-exhibition/				

Note. Table 8 represents in-text citation and a reference for a website

Source: Adapted from APA 7th edition guide

Table 9.

Citing an image

In-text citations/мәтін ішіндегі дәйеккөздер жазба жұмыста	References /Сілтемелер					
<p>Figure 1 Primary Years Programme model. <i>Note.</i> From <i>Primary Years Programme model</i>. [Image] by the International Baccalaureate Organization, 2019. https://www.ibo.org/globalassets/new-structure/icons-and-logos/images/pyp-model-en.png</p>	<p>Author’s surname, first name initial Автордың тегі және бірінші инициалы</p>	<p>Year of publication Шығарылған жылы</p>	<p>Image title in Italics Суреттің атауы курсивпен</p>	<p>Format in square brackets Медиа түрі шаршы жақшалар</p>	<p>Website title Вебсайтың атауы</p>	<p>webLink Сілтеме</p>
<p>In the slide Слайдта</p>	<p>International Baccalaureate Organization</p>	<p>(2023)</p>	<p><i>Primary Years Programme model</i></p>	<p>[Image]</p>	<p>ibo.org</p>	<p>https://www.ibo.org/globalassets/new-structure/icons-and-logos/images/pyp-model-en.png</p>
<p>Figure 1. Primary Years Programme model. Retrieved from International Baccalaureate Organization, 2019. https://www.ibo.org/globalassets/new-structure/icons-and-logos/images/pyp-model-en.png Copyright, 2023</p>	<p>International Baccalaureate Organization. (2023). <i>Primary Years Programme model</i>. [Image]. ibo.org. https://www.ibo.org/globalassets/new-structure/icons-and-logos/images/pyp-model-en.png</p>					

Note. Table 9 represents in-text citation and a reference for an image in text and in the slide

Source: *Adapted from APA 7th edition guide*

Citing AI.

If you cite ChatGPT or other AI softwares, please indicate the Software name and year, for example, (Open AI, 2023). And then properly reference this citation

Open AI. (2023). *Chat GPT* (Mar 14 version) [Large language model].
<https://chatopenai.com/chat>

APA formatting rules.

- The written work must be double-spaced
- Margins need to be 1 inch on all sides
- the beginning line of every paragraph needs 0,5 inches of indent
- use Times New Roman 12-size font
- Insert page numbers on every page, even on the cover page at the upper right corner of the paper

APA headings.

In APA, it is important to follow the format of headings according to the levels.

Level	Format	Example
1	Centered, Bold, Title Case	Olympic Sports
2	Flush, Left, Bold, Title Case	Winter Sports
3	<i>Flush, Left, Bold, Italic, Title Case</i>	<i>Skiing</i>
4	Indented, Bold, Title case, Ends with Period.	Downhill skiing. Text begins right after heading.
5	<i>Indented, Bold, Italic, Title case, Ends with Period.</i>	

APA Cover Page

In APA, cover page is also double-spaced and numerized with number 1 at the right upper corner.

The first line is the title of the paper in bold and centered. Transport systems

Second line: student's or author's name (not in bold) Aizere Serkebayeva

Third line: Affiliation, name of organization Astana English School

Fourth line: Discipline title English language

Fifth line: Teacher's or instructor's name Azhar Iskakova

Sixth line: Month, day, and Year January 24, 2024

Tips. In order to produce a good paper, use official credible sources, for example find relevant information in goodlescholar

Appendix C*Academic misconduct report*

Student's name/Оқушының аты: _____		Grade/Сынып: _____	
Subject/Пән: _____		Assignment/Тапсырма: _____	
Description of the case/Оқиғаның сиппатамасы: _____ _____ _____ _____			
Student's Explanation/Оқушының түсініктемесі: _____ _____ _____ _____ _____			
Date/Дата: _____		Student's Signature/Оқушының қолы: _____	
Teacher's signature/Мұғалімнің қолы: _____			
Resolution/Шешілуі: 			

If needed, use the blank paper to write more

Appendix D*Academic Integrity key terms*

Academic integrity	guiding principle in education and a choice to act in a responsible way whereby others can have trust in us as individuals. It is the foundation for ethical decision-making and behaviour in the production of legitimate, authentic and honest scholarly work.
School maladministration	n action by an IB World School or an individual associated with an IB World School that infringes IB rules and regulations, and potentially threatens the integrity of IB examinations and assessments. It can happen before, during or after the completion of an assessment component or completion of an examination.
Student academic misconduct	deliberate or inadvertent behaviour that has the potential to result in the student, or anyone else, gaining an unfair advantage in one or more components of assessment. Behaviour that may disadvantage another student is also regarded as academic misconduct. It also includes any act that potentially threatens the integrity of IB examinations and assessments that happens before, during or after the completion of the assessment or examination, paper-based or on-screen. This includes behaviour in school, out of school and online.
Unprecedented or extraordinary incidents	Student academic misconduct or school maladministration incidents that are outside the IB's usual procedures and/or experience.
Balance of probabilities approach	“Balance of probability” means that the decision-maker(s) with appropriate subject-matter expertise is satisfied that an event or account is more likely than not to have occurred. It is used when deciding on a penalty for an alleged case of student academic misconduct or school maladministration where evidence beyond reasonable doubt is not available
Conflict of interest	This occurs where an individual's ability to exercise judgement or act in one role is, or could be, impaired or otherwise influenced by their involvement in another role or relationship. The individual does not need to exploit their position or obtain an actual benefit, financial or otherwise, a potential for competing interests and/or a perception of impaired judgement or undue influence can also be a conflict of interest.