



臺北市濱江實驗國民中學

學術誠信政策

Taipei Municipal Binjiang Experimental Junior High School

## ACADEMIC INTEGRITY POLICY

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## IB 使命宣言

國際文憑組織的目標是培養勤學好問、知識淵博、富有愛心的年輕人，他們通過對多元文化的理解和尊重，為開創更美好、更和平的世界貢獻力量。

為了實現這個目標，國際文憑組織與眾多的學校、政府以及其它國際組織進行合作，開發出一系列具有挑戰性的國際教育專案和嚴格的評量制度。

這些項目鼓勵世界各地的學生成長為既積極進取又富有同情心的終身學習者，他們理解儘管人與人之間存在著差異，但他人的意見也可能是正確的。

## IB 學習者目標

- **積極探究**

培養自己的好奇心，逐步掌握開展探究和研究的技能。知道如何獨自或與他人一起開展學習。對學習充滿熱情，並終身保持對學習的熱愛。

- **知識淵博**

發展並利用對概念的理解，跨越一系列學科探索知識。對各種具有當地和全球重要性的問題和思想觀點進行探討。

- **勤於思考**

運用批判性和創造性思考技能，對複雜的問題進行分析並採取負責任的行動。積極主動地做出理由充分、合乎倫理的決定。

- **善於交流**

使用一種以上的語言，以多種方式充滿信心和富有創意地進行自我表達。有效地開展協作，注意傾聽他人以及其他群體的觀點。

- **堅持原則**

處事正直、誠實，有強烈的公平和正義感，尊重世界各地人民的尊嚴和權力。對自己的行動及其後果承擔責任。

- **胸襟開闊**

以批判的態度欣賞我們自己的文化和個人的歷史，以及他人的價值觀和傳統。尋求和評價一系列廣泛的觀點，並願意通過體驗來豐富自己。

- **懂得關愛**

表現出同理心、同情心和尊重。努力開展服務，通過行動使他人的生活和周圍的世界發生積極的變化。

- **勇於嘗試**

深謀遠慮和堅決果斷地應對變化不定的事物；獨立地或通過合作探索新的思想觀點和新穎的策略。面對挑戰和變化，表現得足智多謀和靈活機敏。

- **全面發展**

理解在生活中做到智力、身體和情感均衡發展的重要性，這樣才能使自己 and 他人幸福康樂。認識到自己與他人以及我們所處世界的相互依存關係。

- **及時反思**

對世界和自己的思想觀點和經驗做出深刻縝密的思考。為了支持學習和個人發展，努力瞭解自己的長處和弱點。



## 濱江實中使命宣言

臺北市濱江實驗國民中學旨在培養具有世界觀、關懷心和科技力的學習者。我們致力透過創思實踐、科技互動、關懷參與和美感覺察，培育能讓社區、台灣和世界更美好的生活實踐家、濱江博雅人。



## 濱江實中學習者目標

- **創思實踐**：能透過積極的知識探究和勇於嘗試的精神，實踐創造與思考。
- **科技互動**：能運用科學方法與科技工具探究學習，並與人進行有效交流。
- **關懷參與**：在互動中積極關懷他人，開展服務、行動，並堅定把握原則。
- **美感覺察**：能包容不同文化價值，借鏡反思，由美感體驗達成身心平衡。



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### 附件

#### 一、學生學術誠信協定簽署書



## 濱江實中學學術誠信政策精神

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本政策根據 IB《學術誠信》指南 ( International baccalaureate organization [IBO] , 2019 ) 及《IB 教育背景下的學術誠信》 ( IBO , 2014 ) 之哲學及立場而制定。

基於《學習者概況》之目標，IB 社區成員必須努力保持原則：「以正直和誠實行事，以強烈的公平正義感行事並為其行為及後果負責。」 ( IBO , 2013 ) 學生必須理解與學術誠信相關的所有概念與含義；學校行政團隊、教師有責任與家長一起，促進學生在日常工作中使用並發展這些概念所需的技能。

IB 將學術誠信作為一套良好的價值觀與技能，強調「真實性」及「智慧財產權」。「真實性」指學生提交的作品 ( 無論是書面，口頭，視覺還是視聽 ) 必須基於自己的想法、以自己的語言表達，使用其他來源或引用他人作品時都

必須遵守學術規範、正確引述。「智慧財產權」則強調所有創造性和智力表達形式都必須得到尊重，並且受到國家和國際法律的保護。

濱江實中重視學生品德，以「尊重」、「感恩」、「誠實」、「責任」、「自律」為共同認同之品德核心價值。其中「誠實」、「責任」、「自律」的核心價值，與學術誠信的精神相符應。為了讓學生在進行學習或展現學習成果時深切認知學術誠信之重要性，基於誠實、信任、公平、尊重及責任的原則，訂定本校學術誠信政策。

## 學術誠信的定義與範圍

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「學術誠信是教育的指導原則，也是以負責任的方式行事的選擇。」  
( IBO，2019，頁 3 ) 學術誠信是指學生的作業或作品具有真實性及原創性，學生能用自己的語言或文字表達觀點與想法，並由學生獨立或小組合作完成。若作業或作品中，有引用其他資訊，需依規定清楚註明出處。而考試方面，係指遵守本校考場規則所列之一切規定。學生須於就讀日簽署學生學術誠信協定簽署書 ( 如附件一 )，並交學校統一保管。

### 1、作業

- ( 1 ) 定義：作業是指學生在本校學習中，所繳交的各樣形式的作業與作品。

(2) 注意事項：

- 作業與作品內容須以自己的語言、文字進行表達，並確實自己完成。
- 作業與作品內容出現引用他人製作的多媒體資訊（圖表、數據、影片、圖片等）、他人協助（口述），應清楚註明出處，且嚴格遵守學術規範。
- 個人或團體之作業與作品不可作為其他不同目的之評量，不得重複提交相同內容。
- 內容不得違反善良風俗、法律規定，並遵守繳交期限與相關規定。

(3) 當教師認為學生繳交之作業，有違反學術誠信之疑慮時，應以下列流程進行確認：

- 就作業內容會同相關教師(含協調員及圖書館員)，對該項作業進行內容、知識的理解確認。
- 就作業內容呈現引用資料確認出處。
- 檢查學生的學習筆記、作業初稿，或其他足以證明無違反學術誠信之資料。
- 若學生作業的真實性被教師質疑，學生有責任向教師提供證據以證明作業的真實性。
- 為了確認真實性，教師亦可使用網路搜尋工具，進行各項比對。
- 經確認後，作業才會進行後續評量。



- (4) 違反後果：經確認學生繳交之作業及作品，違反學術誠信，情節輕者且初犯得以於原期限內補繳，並另交反思心得及自述表；再犯則當學期該科成績不予計算，不得補繳。
- (5) 嚴重違反學術誠信原則者，如最終作品抄襲或違反學術誠信指南要求，應在成績系統中特別註記，學生將沒有資格獲得相關科目的最終成績。發現學術不端行為時，協調員必須儘快通知 IBO。若有實質性證據，IB 有權在學生成績公佈後對學術不端行為進行調查；若調查屬實，IB 有權撤銷成績<sup>1</sup>。

## 2、考試

- (1) 定義：含平時測驗（含口試）及定期考查。
- (2) 注意事項：依本校考場規則執行。
- (3) 違反後果：依本校考場規則及學生獎懲實施要點執行議處。試場犯規情節輕微或小考舞弊者應予小過，違反考試規則情節重大者應予大過。
- 非測驗必需之物品如電子辭典、計算機、行動電話、呼叫器等計算及通訊器材等必須關機且須放置於試場前後方地板上。若隨身攜帶經監試人員發現者，違者該科成績以零分計算，並記小過一次。
  - 測驗中不得有窺視、傳遞小抄、任意調位、抄襲、夾帶或交換試卷等舞弊行為，違者該科成績以零分計算，並記大過一次。

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<sup>1</sup> 由於本校學制僅止於 MYP 第四年，並未涉及 MYP 第五年的學術考試與文憑發放。但對於嚴重違反學術誠信的案例，IB 有權拒絕其未來參加學術考試或註銷註冊資格；倘於日後發現 IB 仍有權追回文憑。

- 嚴禁談話、左顧右盼等任何舞弊行為。試場內取得或提供他人答案作弊事實明確者，或相互作弊事實明確者，該科測驗以零分計算，並記大過一次。
  - 測驗結束鐘（鈴）響起，監試人員宣布測驗結束，不論答畢與否應即停止作答。交卡後強行修改者，該科測驗以零分計算。
  - 逾時作答，不聽制止者，該科測驗以零分計算；經制止後停止者，初犯口頭告誡，再犯該科成績以零分計算，並記小過一次。
- (4) 考試期間任何不公平的行為視為違反考試規則，當教師懷疑學生有違反考試規則的行為時，他們必須向教務處及 IB 協調員報告該事件。教務處將啟動調查，並確定是否有足夠的證據採取懲處行動。

## 學生學術不端行為

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根據 IB《學術誠信》指南定義，學術不端行為指：「有意或無意的行為，可能導致學生或其他任何人獲得不公平的優勢於一個或多個評估中之組成部分。可能不利於其他學生的行為也被視為學術不端行為。」（IBO，2019）學術不端行為包括：

- 剽竊：沒有經由他人同意使用他人的言語或想法；在討論中他人提出的構想或言詞未經其同意於自己作業中呈現並未說明來源；未正確引註資料來源及出處。

- 抄襲：抄襲他人作品或提交他人作品作為自己作品。
- 共謀 / 串通：二人或以上為繳交作業合意以其中一人的作業提供其他人 作為作業繳交。
- 提交由第三方委託、編輯或獲得的作品。
- 重複提交：同一份作業向二科或以上的教師提交。
- 包含不適當、冒犯或淫穢材料。
- 偽造數據。
- 所有形式的不當行為：影響該學生或另一名學生評量結果的任何行為。

對於如何避免學術不端行為，我們建議濱江實中的學生應該做到：

- 全神貫注地書寫報告，確認無直接複製未經引註的句子或字詞。
- 於繳交作業前使用 Turnitin 或其他線上資源，確認無涉及抄襲。
- 可以尋求協調員、圖書館員或學科老師的協助，了解對應作業的具體學術誠信要求。

## 學術誠信政策對應的角色與責任

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### 1、學校的職責

- (1) 學校應向學生及家長說明學術誠信政策的重要及規則、學生應有的責任。

- ( 2 ) 學校應將學術誠信政策公告，提供保教師、支持人員、學生和家長以及法定監護人閱讀，並使用公開集會場合加強宣導，確保對學術誠信的期望有共同理解。
- ( 3 ) 確保學生在涉及學術不端行為事件時，根據學校獎懲實施要點承擔責任。
- ( 4 ) 根據 IB 提供的指導，支援 IB 對學生可能的學術不端行為或學校可能的管理不善<sup>2</sup>進行任何調查（含學生申訴的調查）。

## 2、校長的職責

校長應確保學生能：

- ( 1 ) 了解何謂學術誠信政策、原創作品以及智慧財產權。
- ( 2 ) 研究技巧、學術寫作以及引用來源等方面獲得指導。
- ( 3 ) 理解何謂學術不端行為。
- ( 4 ) 明白一旦有違反學術誠信的行為時,所需面臨的後果。

## 3、IB 協調員的職責

- ( 1 ) 了解何謂學術誠信政策。
- ( 2 ) 理解何謂學術不端行為。
- ( 3 ) 確保學生了解關於學術誠信所擔負的責任。
- ( 4 ) 舉辦工作坊，使家長能理解何謂學術誠信政策。
- ( 5 ) 建立一個主動鼓勵學術誠信的校園文化。

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<sup>2</sup> 學校管理不善指的是學校或學科老師在評估期間可能影響作業或考試評估的部分（IBO，2019，頁 20）例如：學科教師提供作業框架或範本或進行多次編輯；監考人員違反考場規定等造成不公平優勢的行為。

- ( 6 ) 向學校行政或 IB 報告學生學術不端和學校管理不善的疑似情況。
- ( 7 ) 協助學生練習負責任地完成作業及遵守智慧財產的技能。
- ( 8 ) 確保遵守保密原則及智慧財產權，嚴格遵守學科指南和所有規則與  
IB 規定得到一致和公平的應用。

#### **4、教務處的職責**

- ( 1 ) 了解何謂學術誠信政策、原創作品以及智慧財產權。
- ( 2 ) 依法規適時修正學校考試規則，並經學校校務會議通過。
- ( 3 ) 偕同協調員調查學生疑似違反作業繳交或考試規則的行為，並通知  
家長；若屬實，則交由學務處依學校獎懲實施要點處置。
- ( 4 ) 確保學生明白自身關於學術誠信的責任。

#### **5、學務處的職責**

- ( 1 ) 了解何謂學術誠信政策、原創作品以及智慧財產權。
- ( 2 ) 依法規適時修正學校獎懲實施要點，並經學校校務會議通過。
- ( 3 ) 視學生違反作業繳交或考試規則的行為輕重，依學校獎懲實施要點  
給予處置，並通知家長。
- ( 4 ) 確保學生明白違反學術誠信的行為時，所需面臨的後果。

#### **6、IB 圖書館員的職責**

- ( 1 ) 理解何謂學術誠信原則、原創性作品以及智慧財產。
- ( 2 ) 理解何謂違反學術誠信政策與構成學術不端行為。
- ( 3 ) 為所有 MYP 成員規劃訓練課程，包括：學生、家長、教師與社區專  
案的督導員。

- ( 4 ) 確保學生明白自身關於學術誠信的責任。
- ( 5 ) 與協調員、學科老師密切合作，培養學生研究能力與媒體素養。
- ( 6 ) 提供學生專業知識，協助其評估與組織各種格式之訊息來源，同時給予學生資訊使用建議。
- ( 7 ) 協助學生練習負責任地完成作業及遵守智慧財產權的技能。

## **7、IB 教師的職責**

- ( 1 ) 有責任向學生清楚說明學術誠信的相關資訊。
- ( 2 ) 教導學生獲得知識的技巧及倫理規範。
- ( 3 ) 提供評量回饋與合宜建議，協助學生完成學習。
- ( 4 ) 向家長清楚說明相關規定及配合事項。
- ( 5 ) 教師不得提供提供範本或框架限制學生完成任務的創造力，亦不得對學生作業進行多次編輯。
- ( 6 ) 規劃可管理的工作量，以便學生能有效率地分配時間、完成工作。
- ( 7 ) 確保所有學生作品都得到適當的紀錄和保存。
- ( 8 ) 進行評量時能跨多個學生組進行交叉比對，以防止串通。

## **8、IB 學生的職責**

- ( 1 ) 了解並遵守學校制定之學術誠信規範。
- ( 2 ) 能培養自我學習的負責態度。
- ( 3 ) 以誠實的方式完成所有作業、任務、考試和評量。
- ( 4 ) 展示對網路及社交媒體的負責任使用。

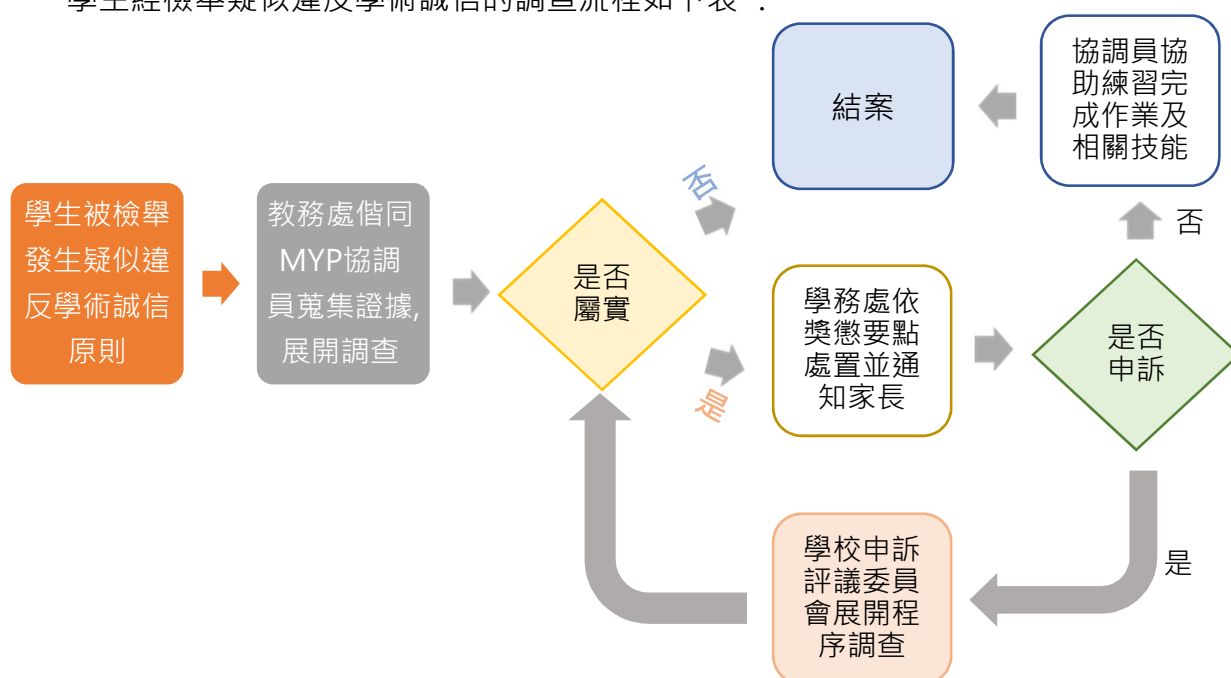
- ( 5 ) 提交的所有作品 ( 包括書面、口頭、藝術創作 ) 都必須清楚引註資料來源。

## 9、IB 家長的職責

- ( 1 ) 了解並配合學校制定之學術誠信規範，以確保孩子作業的真實性。
- ( 2 ) 提供學生學習應有資源，協助其有效分配時間並負起學習者應有的責任。
- ( 3 ) 關心學生學習狀況，適時給予幫助與鼓勵，發現問題時鼓勵學生向教師及同學尋求協助並能配合學校調查。

## 違反學術誠信調查流程

學生經檢舉疑似違反學術誠信的調查流程如下表：



## 濱江實中註明出處規範

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本校引用註明出處規定以 APA( America Psychological Association)第七版中所訂之格式書寫<sup>3</sup>。

## 學術誠信政策之公佈與修正

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本校 IBMYP 學術誠信政策將對校內外公布，如有修正，經本校相關委員會討論決議、公告後實施。

### 附件

- 一、學生學術誠信協定簽署書。



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<sup>3</sup> 林雍智(2020)。教育學門論文寫作格式指引-APA 格式第七版之應用。新北市:心理出版社。



## 臺北市濱江實驗國民中學

### 學生學術誠信協定簽署書

學生 \_\_\_\_\_ 身分證字號 \_\_\_\_\_

本人經詳細閱讀理解學校學術誠信相關規範，並願遵守學術誠信，以維護優質學習文化為使命。

本人提交給任何老師評估的所有任務都將是我自己的真實作品。這包括家庭作業，形成性評估，總結性評估以及提交給 IB 的工作。我將學習尊重他人智慧財產，並遵循學術規範。我明白，若我不確定，在我的任何作業中什麼構成學術誠信，我可以尋求說明。

我只提交我獨立完成的工作。我不允許其他學生複製或提交我已完成的作品。我已讀過學校的學術誠信政策，並願遵循其規範。

簽署人：\_\_\_\_\_

法定監護人：\_\_\_\_\_

中華民國 \_\_\_\_\_ 年 \_\_\_\_\_ 月 \_\_\_\_\_ 日

## 參考文獻與引用資料

林雍智(2020)。《教育學門論文寫作格式指引-APA 格式第七版之應用》。新北市：心理出版社。

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### 網站資源

International baccalaureate organization. (2022, March 25). *Coordinator Support Material/Standard B1: Academic Honesty Policy*. My IB.



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### Attachments

- 1、Student Academic Integrity Agreement.

## 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

- **Inquirer**

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.

- **Thinker**

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

- **Communicator**

We express ourselves confidently and creatively in more than one language and in many ways. We collaborate actively, 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-taker**

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.

## BJEJH Mission statement

Taipei Municipal Binjiang Experimental Junior High School cultivates our students' love for learning, promoting their consciousness to be a learner with a world horizon, a sincerely caring heart, and technology skills. We strive to support this environment by implementing a curriculum full of creative practice, technology interaction, caring participation, and aesthetic perception, to prepare our students to become life practitioners and liberal arts learners who make society, Taiwan, and the world a better place.

## BJEJH Learner Profile

- **Creative Practice:** Students can practice creativity and thinking through the spirit of proactively seeking knowledge and willingness to try.

- **Technology Interaction:** Students can use scientific methods and technology tools to solve problems and communicate effectively.
- **Caring Participation:** Students can stick to principles, care for others, and continuously reflect on themselves.
- **Aesthetic Perception:** Students can develop understanding and embrace cultural diversity, as well as achieve physical, mental, and emotional balance through aesthetic experience.



## BJEJH Philosophy of Academic Integrity Policy

This policy is formulated according to the philosophy and position of IB's *Academic Integrity* (International baccalaureate organization [IBO], 2019) and *Academic Honesty in the IB Educational Context* (IBO, 2014). Based on the objectives of the learner profile, IB community members must strive to maintain the principle: "act with integrity and honesty, act with a strong sense of fairness and justice, and be responsible for their actions and



consequences." (IBO, 2013) students must understand all concepts and meanings related to academic integrity; It is the responsibility of the school administrative team and teachers to work with parents to promote students' skills to use and develop these concepts in their daily work.

IB regards academic integrity as a set of good values and skills, emphasizing "authenticity" and "intellectual property rights". "Authenticity" means that the works submitted by students (whether written, oral, visual, or audio) must be based on their ideas and expressed in their language. When using other sources or quoting other people's works, they must abide by academic norms and be quoted correctly. "Intellectual property rights" emphasizes that all forms of creativity and intellectual expression must be respected and protected by national and international laws.

The school attaches importance to students' morality and takes "respect", "gratitude", "honesty", "responsibility" and "self-discipline" as the commonly recognized moral core values. The core values of "honesty", "responsibility" and "self-discipline" correspond to the spirit of academic integrity. To enable students to deeply understand the importance of academic integrity when learning or displaying learning results, the academic integrity policy is formulated based on the principles of honesty, trust, fairness, respect, and responsibility.

## Definition and Scope of Academic Integrity

"Academic integrity is the guiding principle of education and the choice to act responsibly" (IBO, 2019, page 3). Academic integrity refers to the authenticity and originality of students' homework or works. Students can express their views and ideas in their language or words, which can be completed by students independently or in groups. If other information is cited in the assignment or work, the source shall be indicated by the regulations. In terms of examination, it refers to abiding by all the provisions listed in the examination room rules of BJEJH. Students are required to sign the student academic integrity agreement on their study day (see Annex I) and submit it to the school for unified custody.

### 1. Homework

( 1 ) Definition: Homework refers to various forms of homework and works handed in by students during their study in our school.

( 2 ) Precautions:

- The assignment and work content must be expressed in their language and words and must be completed by themselves.
- Multimedia information (charts, data, films, pictures, etc.) cited in the homework and works, either produced by others or

assisted by others (oral), the source shall be indicated, and academic norms should be strictly observed.

- The assignments and works of individuals or groups shall not be evaluated for other different purposes, and the same contents shall not be submitted repeatedly.
- The content shall not violate good customs and laws and shall comply with the deadline and relevant regulations.

( 3 ) When the teacher believes that the homework handed in by the students is suspected of violating academic integrity, it shall be confirmed according to the following process:

- Work with relevant teachers (including coordinators and Librarians) to understand and confirm the content and knowledge of the assignment.
- Present the reference data on the job content and confirm the source.
- Check students' study notes, first drafts of assignments, or other data sufficient to prove that there is no violation of academic integrity.
- If the authenticity of students' homework is questioned by teachers, students have the responsibility to provide evidence to teachers to prove the authenticity of homework.

- Toto confirms the authenticity, teachers can also use network search tools to compare various items.
  - After confirmation, the operation will be subject to subsequent evaluation.
- ( 4 ) If it is confirmed that the homework and works submitted by students violate academic integrity, the circumstances are minor and those who are first-time wrongdoers, the students should hand in their make-up homework within the original deadline and should submit a reflection and self-statement form; In case of recidivism, the grade of the subject in the current semester shall not be calculated and the students can not hand in their make-up homework.
- ( 5 ) Those who seriously violate the principle of academic integrity, such as plagiarism of the final work or violation of the requirements of the guide to academic integrity, shall be specially noted in the scoring system, and students will not be eligible for the final score of relevant subjects. The coordinator must notify IBO as soon as possible when academic misconduct is found. If there is substantial evidence, IB has the right to investigate academic misconduct after the publication of

student scores; If the investigation is true, IB has the right to revoke the score<sup>4</sup>.

## 2. Examination

- ( 1 ) Definition: including daily tests (including oral tests) and regular examinations.
- ( 2 ) Precautions: follow the rules of the examination room of BJEJH.
- ( 3 ) Consequences of violation: carry out discussion and punishment by the rules of the examination room of BJEJH and the implementation points of students' rewards and punishments.

Minor offenses or minor test frauds shall be given a minor demerit, and major violations of test rules shall be given a major demerit.

- Items not necessary for the test, such as electronic dictionaries, computers, mobile phones, pagers, and other computing and communication equipment, must be turned off and placed on the floor before and after the test venue. If the supervisor finds the person who carries it with him, the score of the violator will

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<sup>4</sup> Since the school system in BJEJH ends in MYP year 4, the academic examination and diploma issuance in MYP year 5 are not involved. However, in case of a serious violation of academic integrity, IB has the right to refuse the students' future academic examination or cancel the registration qualification; If the circumstance is found in the future, IB still reserves the right to reclaim the issued diploma.

be calculated as zero and students will be recorded a minor demerit once.

- There shall be no cheating in the test, such as peeping, passing notes, arbitrary transposition, plagiarism, bringing test papers, or exchange of test papers. The violator's score of the subject shall be calculated as zero and a major demerit shall be recorded once.
- It is strictly prohibited to talk, look around, and other fraudulent acts. Those who obtain or provide other people's answers in the examination room, those who have clear cheating facts, or those who have clear cheating facts with each other, will be counted as zero points in the test, and a major demerit will be recorded once.
- When the bell rings at the end of the test, the supervisor announces the end of the test and shall stop answering whether the student has finished or not. Those who force modification after handing in the card will be given a zero score on the test.
- If the students answer over time and ignore the behavior prohibited by invigilators in person, the test in this subject will be counted as zero. The first offenders will be verbally warned,

the score of the second offender will be counted as zero, and a minor demerit will be recorded.

- ( 4 ) Any unfair behavior during the examination is regarded as a violation of the examination rules. When the teacher suspects that the student has violated the examination rules, they must report the incident to the academic affairs office and the IB coordinator. The Academic Affairs Office will initiate an investigation and determine whether there is sufficient evidence to take disciplinary action.

## Student Academic Misconduct

According to the definition of IB's Guide to academic integrity, academic misconduct refers to: "intentional or unintentional behavior that may lead to an unfair advantage evaluation of a student or any other person in one or more. Behavior that may be detrimental to other students is also considered academic misconduct." ( IBO · 2019 ) Academic misconduct includes:

- Plagiarism: The use of other people's words or ideas without the consent of others. Ideas or words put forward by others during the discussion are presented in their homework without their

consent, and their sources are not explained; The source and source of data are not correctly cited.

- Plagiarizing others' works or submitting others' works as their works.
- Collusion: Two or more persons agree to provide the homework of one of them to the others as the homework for submission.
- Submit works commissioned, edited, or obtained by a third party.
- Repeated submission: The same assignment is submitted to teachers of two or more subjects.
- Obscene, offensive, or inappropriate material.
- Falsifying data.
- All forms of misconduct: Any act that affects the results of the student or another student.

As for how to avoid academic misconduct, we suggest that students in BJEJH should:

- Concentrate on writing the report and confirm that there is no direct copy of sentences or words without citation.
- Use the translation inspection software, Turnitin, or other online resources to confirm that there is no plagiarism before handing in the homework.



- You can seek the assistance of the coordinator, librarian, or subject teacher to understand the specific academic integrity requirements of corresponding assignments.

## Roles and Responsibilities Corresponding to Academic Integrity Policy

### 1. Responsibilities of school

- ( 1 ) The school should explain the importance and rules of academic integrity policy and the responsibilities of students to students and parents.
- ( 2 ) The school shall announce the academic integrity policy and provide it for teachers, support personnel, students, parents, and legal guardians to read and use public gatherings to strengthen publicity, to ensure a common understanding of the expectations of academic integrity.
- ( 3 ) (3)Ensure that students take responsibility according to the key points of reward and punishment when they are involved in academic misconduct.

- ( 4 ) According to the guidance provided by IB, support IB to conduct any investigation (including the investigation of student complaints) into possible academic misconduct of students or possible mismanagement of the school<sup>5</sup>.

## 2. Responsibilities of principal

The principal should ensure that students can:

- ( 1 ) Understand what is academic integrity policy, original works, and intellectual property rights.
- ( 2 ) Get guidance on research skills, academic writing, and citation sources.
- ( 3 ) Understand what academic misconduct is.
- ( 4 ) Understand the consequences of any violation of academic integrity.

## 3. Responsibilities of IB coordinator

- ( 1 ) Understand what academic integrity policy is.
- ( 2 ) Understand what academic misconduct is.
- ( 3 ) Ensure that students understand the responsibilities of academic integrity.

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<sup>5</sup> Poor school management refers to the part of the school or subject teacher that may affect the homework or examination evaluation during the evaluation (IBO, 2019, page 20). For example, the subject teacher provides the homework framework or template or makes multiple edits, and the invigilator violates the examination room regulations, resulting in unfair advantages.

- ( 4 ) Organize workshops to enable parents to understand what academic integrity policy is.
- ( 5 ) Establish a campus culture that actively encourages academic integrity.
- ( 6 ) Report suspected student academic misconduct and poor school management to the school administration or IB.
- ( 7 ) Assist students to practice the skills of completing homework responsibly and abiding by intellectual property.
- ( 8 ) Ensure compliance with confidentiality principles and intellectual property rights. Strictly compliant with discipline guidelines and all rules, and consistent and fair application of IB regulations.

#### **4. Responsibilities of the academic affairs office**

- ( 1 ) Understand what is academic integrity policy, original works, and intellectual property rights.
- ( 2 ) The examination rules of the school shall be amended in time according to the law and approved by the school affairs meeting.
- ( 3 ) Work with the coordinator to investigate students' suspected violations of homework submission or examination rules, and notify parents; If it is true, it will be handed over to the academic

affairs department for disposal by the key points of school reward and punishment implementation.

- ( 4 ) Ensure that students understand their responsibility for academic integrity.

## **5. Responsibilities of the student affairs office**

- ( 1 ) Understand what is academic integrity policy, original works, and intellectual property rights.
- ( 2 ) The key points for the implementation of rewards and punishments of the school shall be revised in time according to the law and regulations, and approved by the school affairs meeting.
- ( 3 ) Depending on the severity of students' violations of homework submission or examination rules, they shall be dealt with according to the key points of reward and punishment implementation of the school, and their parents shall be notified.
- ( 4 ) Ensure that students understand the consequences of violations of academic integrity.

## **6. Responsibilities of IB librarian**

- ( 1 ) Understand what academic integrity, original works, and intellectual property are.

- ( 2 ) Understand what constitutes a violation of academic integrity policy and academic misconduct.
- ( 3 ) Plan training courses for all MYP members, including students, parents, teachers, and the community Project supervisor.
- ( 4 ) Ensure that students understand their responsibility for academic integrity.
- ( 5 ) Work closely with coordinators and subject teachers to cultivate students' research ability and media literacy.
- ( 6 ) Provide students with professional knowledge, assist them in evaluating and organizing various forms of information sources, and give students suggestions on the use of information.
- ( 7 ) Assist students to practice the skills of completing homework responsibly and abiding by intellectual property rights.

## **7. Responsibilities of IB teachers**

- ( 1 ) Have the responsibility to clearly explain the relevant information on academic integrity to students.
- ( 2 ) Teach students the skills and ethics of acquiring knowledge.
- ( 3 ) Provide evaluation feedback and appropriate suggestions to help students complete their studies.
- ( 4 ) Clearly explain relevant regulations and cooperation matters to parents.

- ( 5 ) Teachers shall not provide templates or frameworks to limit students' creativity in completing tasks, nor shall they edit students' homework multiple times.
- ( 6 ) Plan a manageable workload so that students can allocate time and complete work efficiently.
- ( 7 ) Ensure that all student works are properly recorded and preserved.
- ( 8 ) Cross comparison can be conducted across multiple student groups to prevent collusion.

## **8. Responsibilities of IB students**

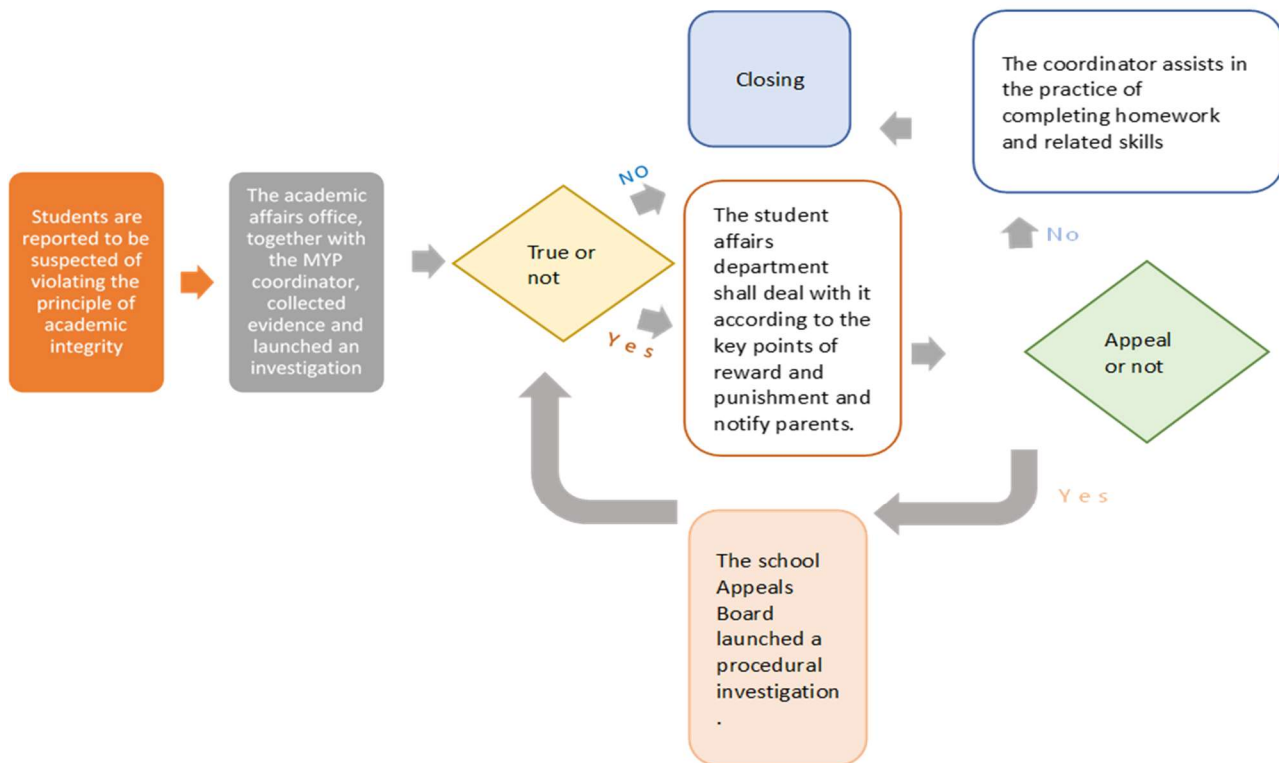
- ( 1 ) Understand and abide by the academic integrity norms formulated by BJEJH.
- ( 2 ) Be able to cultivate a responsible attitude towards self-learning.
- ( 3 ) Complete all assignments, tasks, exams, and assessments honestly.
- ( 4 ) Demonstrate responsible use of the Internet and social media platforms.
- ( 5 ) All works submitted (including written, oral and artistic creations) must be cited.

## **9. Responsibilities of IB parents**

- ( 1 ) Understand and cooperate with the academic integrity norms formulated by the school to ensure the authenticity of children's homework.
- ( 2 ) Provide students with learning resources to help them allocate time effectively and take the responsibilities of learners.
- ( 3 ) Care about students' learning status, give help and encouragement in time, and encourage students to seek assistance from teachers and classmates when problems are found.

## Academic integrity violation investigation

The investigation process for students suspected of violating academic integrity is as follows :



## BJEJH Specification of Reference Source



The regulations quoted and indicated by BJEJH shall be written in the format set out in the seventh edition of APA (American Psychological Association)<sup>6</sup>.

## Announcement and Revision of Academic Integrity Policy

The IB MYP academic integrity policy of BJEJH will be published both inside and outside the school. If there is any amendment, it shall be implemented through discussion, resolution, and announcement of the relevant committee of the school.

### Attachments

- ( 1 ) Signing of the Student academic integrity agreement.

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<sup>6</sup> Lin Yongzhi (2020). *Guidebook of Academic Writing Format in Educational Discipline: Application of APA 7th Edition*. New Taipei City: Psychology.

## Taipei Binjiang Experimental Junior High school

### Student Academic Integrity Agreement

**Student :** \_\_\_\_\_ **ID card number:** \_\_\_\_\_

After detailed reading and understanding of the relevant norms of academic integrity of BJEJH, I am willing to abide by academic integrity and take maintaining high-quality learning culture as our mission.

All tasks I submit to any teacher for evaluation will be my real work. This includes homework, formative assessment, summative assessment, and work submitted to IB. I will learn to respect the intellectual property of others and follow academic norms. I understand that if I am not sure what constitutes academic honesty in any of my assignments, I can seek clarification.

I only submit the work I completed independently. I do not allow other students to copy or submit my completed work. I have read the school's academic integrity policy and am willing to follow its norms.

**Signatory:** \_\_\_\_\_

**Date** : \_\_\_\_\_

## Publication Reference:

Lin Yongzhi (2020). *Guidebook of Academic Writing Format in Educational Discipline: Application of APA 7th Edition*. New Taipei City: Psychology.

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