

Sirri Yircalı Anatolian High School



Academic Integrity Policy

Effective Date: 2021 - 2024

Sırrı Yırcalı Anatolian High School Academic Integrity Policy

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Chapter 1

Introduction

About us

On February 9, 1987, our school, which began with 73 pupils in 1984, relocated to its main building, which was financed by the philanthropist Sırrı YIRCALI at Balıkesir, Turkey. Our school was built on a 30,000 m² plot of land on the 8th kilometer of the Bandırma road. On our campus, we have education and training facilities, a conference center, a gym, a café, a canteen, and recreational spaces.

Our school is one of the respected schools in Turkey where the 1+4 year education system is implemented. Our students who have won our school and enrolled in our preparatory class are given 20 hours of English and 4 hours of German education per week. With an intensive language teaching program, we aim that our students become proficient in the two languages offered. Having an excellent foreign language education at an early age enables our students to be one step ahead of their peers during their university years and professional life and offers them different career opportunities. Our students who complete the preparatory education receive a 4-year academic education that will prepare them for the university exam, and as a result of this quality education, they are placed in leading universities.

Being aware of the fact that SYAL students will be individuals who leave a mark in society and make a difference, all opportunities are provided for our students to take part in scientific, social, cultural, and sports activities in addition to 5-year academic education so that they can have the qualifications sought in today's business life. There are student clubs in our school where our students are actively involved. Within these clubs, theater activities, music studies, sports activities, magazine studies are carried out. Our students have achieved significant success in national and international projects. In addition, various trips abroad are organized every year so that our students can get to know different cultures and use their foreign languages actively. Thanks to these activities, we aim to raise individuals who have high self-confidence, express themselves, have high communication skills, use a foreign language effectively, and take firm steps towards the future.

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Our Vision Statement

To improve our students' foreign language skills, to prepare them for higher education based on their abilities and particular interests, and to enable them to successfully apply the foreign language they have acquired in higher education and throughout their lives.

Individualizing instructional procedures as much as possible, focusing on the student, and cultivating leadership skills.

To be a school that sets an example and leads other schools in our country in the process of Total Quality Management practices as an educational institution.

Our Mission Statement

We envisage being an institution in our country, which is in the process of integration with the European Community that:

is committed to Kemalist thought, is democratic, participatory, cooperative and compatible with the globalizing world,

uses all the opportunities of the technological structure in the teaching processes,

enables students to be proficient in at least one foreign language.

Chapter 2

Statement of Philosophy

As Sırrı Yırcalı Anatolian High School, our ultimate goal is to bring successful and honest individuals to society. For this, we do not only focus on the academic success of our students but also work for them to build their academic success on the principles of academic integrity. In line with this goal, we value academic integrity in our school, and we believe in the necessity of an institutional culture of academic integrity. In order to achieve this, we carry out activities to increase our students' awareness of academic integrity throughout the year. Academic integrity breaches are not tolerated since they impede our students' academic and moral growth.

All stakeholders, including administrators, teachers, students and parents, have responsibilities in creating a culture of academic integrity in our school. The responsibilities of each stakeholder are detailed in section 6 of our policy. However, the main expectation from our students, is to submit their own products in all kinds of academic works (homework, exam, test, quiz, project, etc.), to give the references of their citations correctly, to avoid all kinds of academic integrity violations and to contribute to the maintenance of the academic integrity culture in our school.

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The purpose of the Policy

As Sırrı Yırcalı Anatolian High School, we believe in the importance of academic integrity, and we strive to create a culture of academic integrity throughout our school. We believe that achieving this will be possible with an academic integrity policy. In this respect, our academic integrity policy forms the basis of the academic integrity culture in our school and serves as a roadmap. The main purpose of our policy is to increase the academic success of our students based on academic integrity principles and to bring successful and honest individuals to society. In addition, thanks to our academic integrity policy, we aim that our students learn to take their own responsibilities in all kinds of academic works, internalize what academic integrity is, know what academic integrity violations are, and avoid them. Our academic integrity policy, we hope, will assist not only our students, but also our administrators, teachers, and parents in carrying out their tasks and obligations in accordance with academic integrity principles.

The Development Process of the Policy

Sırrı Yırcalı Anatolian High School Academic Integrity Policy was developed using the "Academic Integrity Policy Writing Tool (academicintegritypolicy.com)". The draft text of our policy was created by a commission of 3 members consisting of our schoolteachers and then presented to the administrators and teachers for review.

The Scope of the Policy

Our Academic Integrity Policy is binding on all stakeholders of our school (administrators, teachers, students, and parents), and policy provisions cover all kinds of written and oral exams, tests, quizzes, and assignments held within our school.

Access to Policy

Our Academic Integrity Policy is a public document. Anyone who wants to access our policy can access it via our official website (<https://syal.meb.k12.tr/>). In addition, a hard copy of our policy is added to the registration files of our students who enrol in our school at the beginning of each year. Also, our policy can be accessed from official social media accounts (Instagram: @sirri_yircali_anadolu_lisesi).

Chapter 3

Definitions

Academic Integrity

Compliance with ethical and professional principles, standards, practices and consistent system of values, that serves as guidance for making decisions and taking actions in education, research and scholarship (ENAI, 2018).

Academic Integrity Policy

The document that serves as a roadmap for establishing and maintaining a culture of academic integrity in our school.

Academic Misconduct

Any action or attempted action that undermines academic integrity and may result in an unfair academic advantage or disadvantage for any member of the academic community or wider society (ENAI, 2018).

Plagiarism

Presenting work/ideas taken from other sources without proper acknowledgement (ENAI, 2018).

Restorative Justice Process

Restorative Justice is a process intended to achieve two goals: genuine learning that leads to a change in behaviour, and restoration for the wrongs done to individuals and the community affected by the individual's actions. (Los Altos High School).

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Violation

Breach of good practice occurring from questionable, unlawful or unethical behaviours (ENAI, 2018).

Sanction

Penalty for violations of academic integrity as determined by the academic integrity council and specified in the policy.

Academic Integrity Council

The unit responsible for the effective and efficient implementation of the academic integrity policy in our school.

Chapter 4

Academic Integrity Education

At SYAL, we believe that academic integrity is not just about imposing sanctions against violations, but that academic integrity is school culture. In this respect, we adopt an education-based approach to academic integrity, not a punitive approach. Throughout the year, we organize regular events to increase the awareness of the academic integrity of all our stakeholders and provide training to students on how to increase their academic success on the basis of integrity. The aims of the academic integrity education we have planned in our school are as follows:

- * To increase the awareness of the academic integrity of our administrators, teachers, students, and parents.
- * Informing the school administration and teachers on how to implement the academic integrity policy.
- * To ensure that our teachers design their lessons, assignments, and exams by considering academic integrity.
- * To ensure that our students learn how to cite and reference correctly.
- * To enable our students and teachers to learn how to use text similarity detection tools in assignments.

In line with these purposes, the following activities are carried out in our school for academic integrity education:

- During the registration week, an information brochure about academic integrity is added to the registration files of the students.

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- Academic integrity policy is introduced to the school administration and teachers during the seminar period, and revisions are made by taking their opinions.
- Academic integrity policy is introduced to the students in the first week of the semester and revisions are made by taking their opinions.
- Posters to raise awareness of academic integrity are regularly posted on school boards.
- Students and teachers are trained on how to use text similarity detection programs to be used in homework.
- Students and teachers are trained on academic integrity violations and ways to avoid them.
- Students are trained on how to cite and reference correctly.
- Training is given to teachers on how they can design lessons, assignments and exams by taking academic integrity into account.
- Training is given to school management and teachers on how to proceed against suspicious situations that violate academic integrity.
- Academic integrity is added to the "values education" program given at school.

Chapter 5

Academic Integrity Council

The Academic Integrity Council is the unit responsible for establishing and maintaining a culture of academic integrity at our school. The council consists of members representing all stakeholders, including administrators, teachers, students and parents. The council's natural members are the school principle, vice principal, guidance counselor, and external auditor. Other members of the council are the school's discipline and honor board members. Council members and their responsibilities are as follows:

President: The person who chairs the council. Responsible for establishing and maintaining academic integrity in the school. S/he chairs the meetings and manages the decision-making process.

Vice President: Assists the president in the decision-making process. In the absence of the president, s/he assumes the responsibilities of the president as the deputy.

Member: Attends meetings. Executes the President's directives and obligations. Student Representative: Attends meetings. Executes the President's directives and obligations.

Parent Representative: Attends meetings. Executes the President's directives and obligations.

External Auditor: Attends meetings. Supervises the council's operations. Makes suggestions to the President on how to run the Council more efficiently.

The Council meets twice in an academic year, at the beginning of each academic term. Apart from this, it meets extraordinarily in cases where the council requires to take a decision. Before each meeting, the meeting agenda is prepared by the President or Vice president and notified to the council members. At the end of the meeting, meeting minutes are written and filed regarding the issues discussed. Council elections are held every three (3) years. The person who receives the most votes among the teachers is elected as the president. The president elects the vice president. Members consist of teachers elected to the honor board and the disciplinary

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board. Members are elected annually. The school administration and the president choose the external auditor, student, and parent representative.

Academic Integrity Council

| Name | School Role | Council Role |
|---------------------|----------------------------------------|------------------------|
| Ali Duran | Principal | President |
| Hatice Şerefhanoglu | Vice Principal | Vice President |
| Mahir Yıldız | Vice Principal | Vice President |
| Hatice Ergül Kaya | Guidance Counselor | Advisor |
| Mehmet Gölükçü | Guidance Counselor | Advisor |
| Mehmet Cevahir | Literature Teacher | Member |
| Mehmet Balcı | History Teacher | Member |
| Ali Yavaş | English Teacher | Member |
| Funda Erdem | English Teacher | Member |
| Ayşe Yeliz Demir | English Teacher | Member |
| Fatih Çelikaslan | English Teacher | Member |
| Özgür Çelik | Lecturer at Balıkesir University | External Auditor |
| | Student Representative | Student Representative |
| | The Head of Parent-Teacher Association | Parent Representative |

Chapter 6

Roles and Responsibilities

Administrator Responsibilities

- To help establish and maintain a culture of academic integrity throughout the school.
- Collaborating with teachers in the decision-making process.
- To create a school environment that emphasizes academic integrity.
- Providing guidance to instructors and students on how to apply the academic integrity policy.
- Ensuring that the academic integrity policy is effectively implemented.
- Ensuring that the academic integrity policy is revised at specified intervals.
- Making sure the academic integrity policy is accessible to everyone.
- Investigating academic integrity violations and activating the academic integrity council.
- To design and organize trainings on academic integrity.

Teacher Responsibilities

- To report a breach of academic integrity to the relevant person along with the evidence.
- To help establish and maintain a culture of academic integrity throughout the school.
- To clearly state (oral and written) expectations from students about academic integrity in homework and exams.
- Contacting a student's parent when faced with an academic integrity violation.
- To create a learning environment that emphasizes academic integrity.
- To introduce the academic integrity policy to students and ensure that they comply.
- Guiding students on how to cite and reference correctly.
- To be a role model for students in the implementation of academic integrity.
- Including different assessment methods and techniques that will prevent violations of academic integrity (homework, presentation, quiz, etc.).
- To help students take responsibility for their own learning.

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Student Responsibilities

- Asking the teacher when there is something unclear in the homework instructions.
- Avoiding any behavior that may violate academic integrity.
- Not to go beyond the framework drawn in the academic integrity policy.
- Submitting assignments before the deadline.
- To support the school's culture of academic integrity by behaving appropriately.
- Giving references by making citations properly.
- Notifying the relevant people when there are situations that violate academic integrity.
- Not getting help from people other than those allowed in assignments.
- To know the sanctions to be applied for violations of academic integrity.
- Attend all classes regularly and on time.
- Not sharing homework with others.

Parent Responsibilities

- To support the culture of academic integrity in the school.
- To cooperate with the school administration in cases where the students violate academic integrity.
- To ensure that the student complies with the academic integrity policy.
- Making sure that the student attends classes regularly and on time.
- Read, understand and accept the academic integrity policy.
- To be in constant communication with the school administration.
- To be a role model for students by giving importance to academic integrity.
- To share any concerns about academic integrity with the school administration.
- To support the school administration in the implementation of the academic integrity policy.

Support Staff Responsibilities

- To print and reproduce the exams to be held at the school.
- To ensure the security of exam questions.
- To organize the operation of the exams in accordance with academic integrity.
- To irreversibly destroy misprinted or overprinted exam questions.
- To support the school's culture of academic integrity.

Chapter 7

Investigation Procedure

At Sırrı Yırcalı Anatolian High School, we meticulously investigate the violations of academic integrity that occur in our school and decide on the sanctions to be applied against the violations. Since we believe that each case should be evaluated on its own merit, we evaluate each suspicious case by examining it in itself. The Academic Integrity Council is the unit responsible for investigating and deciding on a suspected violation at our school. The Council investigates suspected cases according to the case reporting and investigation protocols set forth in our policy.

Case Reporting Protocol

When a suspected violation of academic integrity is detected in our school, the teacher or person who suspects the violation reports the violation by following the steps below.

- 1) The teacher who detects a suspicious case sends it to the Academic Integrity Council by filling in the attached (Annex-1) Case Reporting Form and attaching the evidence if any.
- 2) The president of the council examines the application and informs the school administration about the case.
- 3) If the teacher presents evidence, the president of the council ensures the protection of the material until the inquiry is concluded.
- 4) The investigation process is initiated with a team consisting of the council president, the guidance teacher, and an academic integrity council member selected by the council president.

Investigation Protocol

The academic integrity council manages the investigation process by following the steps below. Confidentiality of the investigation process is essential. The information of the persons involved in the investigation process and the content of the investigation are not shared with third parties.

- 1) A meeting is planned by contacting the student's parent and informing the parent about the case.
- 2) The guidance teacher and the commission member in the inquiry team take the relevant student's oral or written defense. In the case of the oral defence, interview minutes are prepared and signed by the student.
- 3) In order to evaluate the violation, a meeting is held by the president of the commission within 1 (one) week from the time the application for violation is made. All members of the Academic Integrity Council are present at the meeting.
- 4) The petition of the teacher who applied for the violation, the student's defence and the evidence, if any, are evaluated. Then, the sanction that is appropriate among the sanctions specified in the 8th section of our school's Academic Integrity Policy is applied to the student who is found to have violated academic integrity. If no violation is detected, no sanctions will be applied.
- 5) The decision taken is communicated verbally and in writing to the student's parents and students with a report.
- 6) The student who requests the re-evaluation of the decision can file an appeal.

Chapter 8

Violations and Sanctions

| Level 1 Sanctions | Level 2 Sanctions | Level 3 Sanctions |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none">• The student re-do the homework• Academic Integrity Agreement is signed between the student and his/her family• The student apologizes verbally and in writing to the teacher.• The student's grade is reduced by 10 (ten) points. | <ul style="list-style-type: none">• All teachers of the student are notified of the violation• The student is removed from the honor boards of which s/he is a member of• The student's family is informed• Parents will be called to school for a conference• The student is removed from all presiding positions at the school• A written warning is given to the student.• The student is referred to the school disciplinary committee.• The student's grade is reduced by 15 (fifteen) points. | <ul style="list-style-type: none">• The student is not given a reference letter by the teachers• The student is not included in extra-curricular activities• The student is given 0 (zero) as homework grade and no make-up exams are made• The student cannot attend any award ceremony, including the graduation ceremony.• The student will not be eligible for valedictorian in their senior year• The student is referred to the school disciplinary committee.• Adapting to the school culture behavior grade is reduced by one point.• Adherence to common values behavior grade is reduced by one point.• The student is not given a certificate of honor.• The student's grade is reduced by 20 (twenty) points. |

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| Violation Type | Situation | Sanction Level | |
|--------------------------------------------------|------------------------------------------------------------------------------------------------------------------|----------------|--------------|
| | | 1st Offence | 2nd+ Offence |
| Unexcused absence | Using unexcused absence not to turn in work | Level 111 | Level 2 |
| Collusion | Allowing one's work to be copied or submitted for assessment by another | Level 2 | Level 3 |
| Collusion | Helping or getting help from another person to complete an assignment without permission from the teacher | Level 2 | Level 3 |
| Computer-Electronic Communication Misuse | Using electronic devices or other technological products other than permitted | Level 111 | Level 2 |
| Computer-Electronic Communication Misuse | Deliberately disrupting the operation of school technological systems | Level 2 | Level 3 |
| Computer-Electronic Communication Misuse | Using online translation tools other than words and phrases | Level 111 | Level 2 |
| Contract Cheating (Proxy Work) | Using a third party to assist in producing work, whether or not payment or favour is involved | Level 3 | Level 3 |
| Copying | Taking another student's homework with or without notice and submitting it as one's own | Level 2 | Level 3 |
| Copying | Sharing an assignment with others which is supposed to be completed individually | Level 111 | Level 2 |
| Denying Others Access to Material or Information | Denying other students' access to educational resources or intentionally hindering another student's advancement | Level 2 | Level 3 |
| Denying Others Access to Material or Information | Giving false and misleading information to other students | Level 2 | Level 3 |
| Denying Others Access to Material or Information | Not returning the materials in the library, deforming them and making them out of use | Level 2 | Level 3 |
| Denying Others Access to Material or Information | Making changes on computer files belonging to someone else | Level 2 | Level 3 |
| Duplication | Submitting all or part of an assignment in the same way for another assignment | Level 2 | Level 3 |
| Duplication | Submitting a previous assignment as a new assignment by making minor changes | Level 2 | Level 3 |
| Exam Session Violations | Communicating with other students during the exam | Level 2 | Level 2 |
| Exam Session Violations | Bringing materials other than permitted into the exam room | Level 2 | Level 3 |
| Exam Session Violations | Asking questions during the exam in an unfair way | Level 2 | Level 3 |
| Exam Session Violations | Trying to view the exam questions before the exam without the teacher's permission | Level 3 | Level 3 |
| Exam Session Violations | Helping other students during the exam | Level 2 | Level 3 |
| Exam Session Violations | Using previously prepared cheat notes during the exam | Level 2 | Level 3 |
| Exam Session Violations | Impersonating a student in an exam | Level 3 | Level 3 |
| Exam Session Violations | Accessing an exam without permission (before, during or after the exam) | Level 3 | Level 3 |
| Exam Session Violations | Using electronic devices during the exam | Level 2 | Level 3 |
| Exam Session Violations | Leaving the exam hall without permission | Level 2 | Level 3 |
| Exam Session Violations | Behaving in a way that will disrupt the exam environment during the exam | Level 2 | Level 3 |
| Fabrication | Making up non-factual information or references in homework | Level 2 | Level 3 |
| Fabrication | Making up data that doesn't actually exist | Level 2 | Level 3 |
| Fabrication | Collecting and delivering data in a way other than the data collection method determined by the course or school | Level 2 | Level 3 |
| Fabrication | Copying another student's data and presenting it as your own | Level 2 | Level 3 |
| Fabrication | Providing a made-up reference list | Level 2 | Level 3 |
| Fabrication | Making up lab results | Level 2 | Level 3 |
| Fabrication | Forging a signature | Level 3 | Level 3 |
| Fabrication | Fraudulent copying of official documents, electronically or in print | Level 3 | Level 3 |
| Fabrication | Changing grades in a transcript | Level 3 | Level 3 |
| Fabrication | Signing for another student on an absentee schedule | Level 3 | Level 3 |
| Failure to contribute to a collaborative project | Working less in group work than others | Level 2 | Level 2 |
| Failure to contribute to a collaborative project | Failure to do its part in group work | Level 2 | Level 3 |
| Failure to contribute to a collaborative project | Not preparing for a presentation in group work | Level 2 | Level 3 |
| Failure to contribute to a collaborative project | Acting as if they did not contribute as much as others in group work | Level 2 | Level 3 |

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|----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|---------|---------|
| Falsification - Misinterpretation | Altering documents affecting academic records | Level 3 | Level 3 |
| Falsification - Misinterpretation | Using the school logo without permission | Level 3 | Level 3 |
| Falsification - Misinterpretation | Adding interviews that weren't actually done to assignments | Level 3 | Level 3 |
| Falsification - Misinterpretation | Forging educational, research or scholarship content, images, data, equipment, or processes in a way that they are inaccurately represented | Level 3 | Level 3 |
| Lying | Lying about absenteeism or reasons for not turning in homework | Level 3 | Level 3 |
| Lying | Lying about other people being responsible for low grades or assignments | Level 3 | Level 3 |
| Unauthorized Distribution of Materials | Selling exams, tests or quizzes to other students | Level 3 | Level 3 |
| Unauthorized Distribution of Materials | Distributing student, teacher, or library materials to others | Level 3 | Level 3 |
| Unauthorized Distribution of Materials | Distributing unauthorizedly obtained information or materials | Level 3 | Level 3 |
| Unauthorized Access to any Records | Providing access to materials or personal systems reserved for teacher use only | Level 3 | Level 3 |
| Unauthorized Access to any Records | Making changes by accessing the school's computer systems | Level 3 | Level 3 |
| Unauthorized Access to any Records | Distributing unauthorizedly obtained information or materials | Level 3 | Level 3 |
| Unauthorized Access to any Records | Using online translation tools without permission in homework or exams | Level 2 | Level 3 |
| Unauthorized Access to any Records | Having assignments corrected by third parties in a way that violates the school's proofreading guidelines | Level 2 | Level 3 |
| Plagiarism | Intentionally or accidentally using other people's ideas, sentences, and works as their own in assignments | Level 2 | Level 3 |
| Plagiarism | Presenting sentences, ideas, images, or any information previously produced by others as their own | Level 2 | Level 3 |
| Plagiarism | Copy and paste from websites without reference | Level 2 | Level 3 |
| Plagiarism | Using the information in a source by changing it without citing the original source | Level 2 | Level 3 |
| Plagiarism | Using a source in another language by translating without referencing | Level 2 | Level 3 |
| Plagiarism | Copy and paste information from internet resources and submit it as their own homework | Level 2 | Level 3 |
| Plagiarism | Misreferencing in a misleading or unintentional way | Level 2 | Level 3 |

Appeal Process

Students who are sanctioned for violating the academic integrity policy can file an appeal with the Attached (Annex-2) Appeal Application Form to the Academic Integrity Council within five (5) days from the decision date. In order to evaluate the student's application, the President of the Council creates an evaluation team consisting of different council members, and the student's application is evaluated and a decision is made.

Chapter 9

Restorative Justice Process

Restorative justice is an approach adopted to minimize the harm caused by crime and to prevent potential crime. At Sırrı Yırcalı Anatolian High School, we adopt an educational approach, not a punitive one, in our academic integrity policy. In this respect, we provide training to our students who violate academic integrity at our school and offer them the opportunity to make up for their mistakes with the Restorative Justice Process.

Students who have been found to have violated academic integrity with the decision of the Academic Integrity Council and who want to make up for their mistake can apply to the Restorative Justice Process. The Restorative Justice Process operates as follows:

- 1) The student and the student's parents apply with the Attached (Annex-3) Restorative Justice Process Application Form.
- 2) The Academic Integrity Council evaluates the application and accepts or rejects it.
- 3) The Academic Integrity Council arranges and announces a meeting with the relevant persons.
- 4) At the meeting, the council presents restorative assignments to the student to make up for their mistake.
- 5) Whether the student fulfils the task is checked and evaluated.
- 6) If the council is satisfied with the student's performance, the student's academic integrity violation record will be deleted.

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Students who apply to the restorative justice process are assigned by the Council from the following tasks, including but not limited to:

- To write an article of at least 1000 (thousand) words with references about what academic integrity is.
- To prepare a presentation by reading the Fundamental Values of Academic Integrity (Annex5) document by the International Center for Academic Integrity and present it to your friends.
- To write an article of at least 1000 (thousand) words, with references about what plagiarism is and ways to avoid plagiarism.
- Prepare an introduction presentation by reviewing our school's academic integrity policy and presenting it to their friends.
- Preparing a poster about academic integrity.
- Preparing a presentation on plagiarism types and present it their friends
(<https://www.turnitin.com/static/plagiarism-spectrum/>)
- Preparing a presentation on how to cite according to APA7 format and present it to their friends.

Chapter 10

Miscellaneous Issues

Referencing Style

In our school, APA7 is used as the reference style in student assignments.

Use of Machine Translation Tools

In our school, using online or offline translation tools for translating phrases or texts other than words is not permitted in foreign language course assignments. Translation tools or dictionary sites can only be used for word translation. Translation tools can be used under the control of the advisor teacher in tasks such as project writing where the basic output is not language skills.

Proofreading Guidance

Our students cannot have their foreign language homework proofread by third parties, except for the permitted persons and conditions. Students can only request feedback on their homework from our school English teachers. The instructor that provides feedback merely displays the student the grammatical, punctuation, and spelling mistakes and does not repair them.

Review and Revision of the Policy

The validity period of our Academic Integrity Policy is three years. Our policy is reviewed at the Academic Integrity Council meeting at the beginning of each year and minor revisions are made as necessary. Every three years, a detailed revision is made and the policy put into effect again.

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Connection with Other Policies or Lessons

Our academic integrity policy was developed based on the Ministry of National Education Secondary Education Institutions Regulation and Secondary Education Institutions Award and Discipline Regulation.

Contact People

The Academic Integrity Council is in charge of establishing and enforcing our Academic Integrity Policy, and the Council President is the person in charge. You can let us know all your opinions, suggestions and thoughts about our policy here:

<https://syal.meb.k12.tr/tema/iletisim.php#gallery>

Contributors

The draft text of our Academic Integrity Policy was created by our school teachers Funda Erdem, Ayşe Yeliz Demir, and Fatih Çelikaşlan using the "Academic Integrity Policy Writing Tool (academicintegritypolicy.com)" and the final version was created after necessary revisions based on the feedback of all teachers at our school.

Frequently Asked Questions

Q 1: What is the purpose of the academic integrity policy?

Answer: Our academic integrity policy serves as a guide and roadmap for the academic integrity culture we aim to create in our school. All kinds of work and operations related to academic integrity in our school are carried out according to our academic integrity policy.

Q 2: Who does the academic integrity policy apply to?

Answer: Our academic integrity policy is binding on all administrators, teachers, students and parents at our school. All students enrolled in our school are deemed to have accepted the policy.

Q 3: Who is responsible for implementing the academic integrity policy?

Answer: All stakeholders are responsible for establishing and maintaining the culture of academic integrity in our school.

Q 4: What is the scope of the academic integrity policy?

Answer: Our academic integrity policy covers all academic works at our school, including face-to-face and online education.

Q 5: What is plagiarism?

Answer: In its simplest terms, plagiarism means presenting content that does not belong to you as if it is yours. We have no tolerance for plagiarism at our school, as plagiarism is a serious violation of academic integrity.

Appendices

Appendix 1: Academic Integrity Violation Suspected Case Report Form

Description: The form to be used to report suspected violations of academic integrity.

https://drive.google.com/file/d/1-6HI9_H879bP35EdFeYaIF4wGwvBqaSG/view?usp=sharing



Appendix 2: Appeal Application Form

Description: The form that students who are sanctioned for the violation of academic integrity will use to file an appeal.

<https://drive.google.com/file/d/1-FuXvRElarYg7gK2ZpoCIvHDXL9W2ZuT/view?usp=sharing>



Appendix 3: Restorative Justice Process Application Form

Description: The form to be used by students who request to participate in the Restorative Justice Process for the removal of the sanction.

<https://drive.google.com/file/d/1-JawnAakC5xIpaBNG7g4xTBNam2fx9hd/view?usp=sharing>



Appendix 4: Academic Integrity Glossary

Description: Academic integrity glossary prepared by the European Network for Academic Integrity (in Turkish)

https://www.academicintegrity.eu/wp/wp-content/uploads/2019/08/Translated_Glossary.pdf



Appendix 5: Fundamental Values of Academic Integrity

Description: Fundamental values of academic integrity document prepared by the International Center for Academic Integrity (in English).

https://academicintegrity.org/images/pdfs/20019_ICAI-Fundamental-Values_R1



Sırrı Yırcalı Anatolian High School Academic Integrity Policy

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