

# 学术诚信政策

## ACADEMIC HONESTY POLICY

西安曲江康桥学校

KANG CHIAO INTERNATIONAL SCHOOL

XI'AN QUJIANG CAMPUS

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## 目录 TABLE OF CONTENT

<b>学术诚信政策之目的</b>	<b>PURPOSE OF KCISXA ACADEMIC HONESTY POLICY ...</b>	<b>1</b>
<b>学术诚信政策与其他学校政策之连结</b>	<b>ACADEMIC HONESTY POLICY LINK TO OTHER POLICIES.....</b>	<b>2</b>
招生政策	ADMISSION POLICY.....	2
评估政策	ASSESSMENT POLICY.....	2
融合教育政策	INCLUSIVE POLICY.....	2
<b>学校全体的责任</b>	<b>RESPONSIBILITIES OF SCHOOL STAKEHOLDERS.....</b>	<b>3</b>
学校责任	SCHOOL RESPONSIBILITIES.....	3
教师责任	TEACHER RESPONSIBILITIES.....	4
学生责任	STUDENT RESPONSIBILITIES .....	5
家长责任	PARENT RESPONSIBILITIES .....	6
<b>大学预科项目之学术诚信政策</b>	<b>ACADEMIC HONESTY IN THE DIPLOMA PROGRAMME .....</b>	<b>7</b>
<b>参考文献指南</b>	<b>GUIDELINES ON REFERENCING.....</b>	<b>11</b>
参考资料列表	EXAMPLES OF REFERENCES FOR A RANGE OF MATERIALS .....	12
电子资料库列表	EXAMPLES OF REFERENCES FOR ELECTRONIC RESOURCES.....	13
<b>学术不当行为</b>	<b>ACADEMIC MALPRACTICE.....</b>	<b>16</b>

学术舞弊的四个主要方面	FOUR MAJOR AREAS OF THE ACADEMIC DISHONESTY ...	16
DP 课程中有关舞弊的情况	SCENARIO ABOUT MALPRACTICE IN THE DP .....	17
学术舞弊调查流程	ACADEMIC DISHONESTY INVESTIGATION PROCEDURES .....	20
学生权益	RIGHTS OF THE STUDENT .....	22
学术诚信政策检阅	ACADEMIC HONESTY POLICY REVIEW .....	23
参考资料	REFERENCE/ BIBLIOGRAPHY.....	24
附录 A : 大学预科项目学术诚信合约	APPENDIX A: KCISXA IBDP ACADEMIC HONESTY CONTRACT.....	25
附录 B : 学术诚信事件通报模板	APPENDIX B: KCISXA ACADEMIC HONESTY INCIDENT REPORT TEMPLATE.....	27

## 学术诚信政策之目的 Purpose of KCISXA Academic Honesty

### Policy

学术作弊行为破坏了教学目标并且否定学生有权遵循个人与学术诚信原则。康桥国际学校西安曲江校区始终坚信发扬学术诚信原则是整个教育系统的责任，因此学校试图鼓励营造一种新的学习环境，促进学生之间相互尊重，以实现学术诚信的价值。学术诚信与 IB 课程学习者培养目标“坚持原则”有关，即所有的学生“进行询问、探索和采取行动时需要用正直和诚实原则来规范行为”（IB 课程教育环境中的学术诚信原则，2014 p3）

The practice of academic dishonesty undermines the purpose of education and denies students' right to their personal and academic integrity. KCIS Xi'an Qujiang campus (KCISXA) believes that promoting academic honesty is the responsibility of the whole school community and thus attempts to encourage a learning environment that facilitates healthy respect among students for the value of academic honesty. Academic honesty is linked to the IB learner profile attribute PRINCIPLED, in which all learners “act with integrity and honesty as we question, inquire and act.” (Academic Honesty in the IB Educational Context, 2014: p3).

本文旨在清楚地展示学术诚信原则在康桥国际学校西安曲江校区的实施与监督，以及面对质疑时有相应的流程可以对其进行公平并且一致的评价。同时这也需要向所有教师、学校管理者、家长以及学生进行倡导。

This document aims to show clearly and transparently how academic honesty is implemented and monitored at KCISXA and what procedures are in place to fairly and consistently evaluate when this is in doubt. It is required reading for all teachers, administrators, parents and students.

## 学术诚信政策与其他学校政策之连结 **Academic Honesty Policy**

### **Link to Other Policies**

#### **招生政策 Admission Policy**

招生期间，学校将会组织学生以及家长就学术诚信原则展开讨论。学生与家长会根据指导阅读并签定大学预科项目的学术诚信同意书。

During the admissions process the Academic Honesty Policy is discussed with the students and parents. The parents and students are asked to read through and sign the Academic Honesty Agreement for the Diploma Programme.

#### **评估政策 Assessment Policy**

在每一项评估任务开始之前，老师和学生会就学术诚信原则的重要性展开讨论。对于每一项任务在特定模式下可能出现的不当行为进行讨论，在任务开始之前进行检查确保不会发生不当行为。比如，翻译作品、记载文献、个人作品的重要性以及引用图片。

The importance of the Academic Honesty Policy is discussed by teachers and students before each assessment task. Specific modes of possible malpractice for a task are discussed and strategies that ensure malpractice is not exhibited are examined before a task is started. For example, paraphrasing work, keeping note of references, importance of individual work, citing all photographs.

#### **融合教育政策 Inclusive Policy**

即使学生有特殊教育需求，任何形式的学术欺骗行为都难以容忍，并且基于学术诚信原则学生会承担相应的后果。

Even if the student has Special Education Needs (SEN) accommodations, academic dishonesty in any form will not be tolerated and the student may face the consequences based on the Academic Honesty Policy.

## 学校全体的责任 Responsibilities of School Stakeholders

为了尊重知识产权并且对学生的个人作品负责，所有学校的相关群体旨在建立并共同维持一个良好的学习环境，用以倡导作品的原创性。

In order to respect the intellectual property and be responsible for the student's own production, the whole school community aims to create and maintain a learning environment where the originality of works should be celebrating.

## 学校责任 School Responsibilities

作为 IB 世界学校，康桥国际学校西安曲江校区遵守 IB 的课程标准与课程实践，也将学术诚信政策的发展与提升视为共同愿望与迫切需求。

As an IB World school, KCISXA adheres to the IB Standards and Practices, which holds that development and promotion of an Academic Honesty Policy is an expectation and requirement.

学校将确保所有在适当年龄与年级的学生，都可以做到以下几点：

The school will ensure that all students, for the appropriate age and grade level, will:

- 理解学术诚信的构成以及一个真实可信的作品  
Understand what constitutes academic honesty and an authentic piece of work
- 得到关于学术写作和资源互通技巧的指导  
Receive guidance on the skills of academic writing and acknowledging sources
- 理解不当行为的构成，尤其是剽窃和舞弊  
Understand what constitutes malpractice, particularly plagiarism and collusion
- 了解不当行为被发现之后会产生的影响  
Know the consequences of being found guilty of malpractice.

学校也将采取以下措施：

The school will also:

- 为促进学生学习提供一个安全的环境  
Provide a safe environment that promotes student learning

- 为老师提供职业发展机会，包括一些在职和对外的研习会  
Provide professional development opportunities for teachers, including in-service and external workshops
- 根据需要及时检阅与更新学术诚信政策，以确保其得以正确实践  
Review and update the Academic Honesty Policy as needed and ensure that it is implemented appropriately.

## 教师责任 Teacher Responsibilities

学校希望老师能够熟悉学校的学术诚信政策，并且在必要时给予学生相应的建议与指导。同时也鼓励老师在课堂上明确地计划和传授学术诚信原则，使其发展得当。

Teachers are expected to support the school's Academic Honesty Policy and provide students with advice and guidance whenever necessary. They are expected to explicitly plan and teach academic honesty within their classes, as developmentally appropriate.

特别地，老师应该做到以下几点：

In particular, teachers should:

- 建立良好的学术实践模式  
Model good academic practice
- 给学生提供范例，展示如何运用大量不同的资源  
Provide students with examples of how to cite a variety of different sources
- 为了达到一致，康桥国际学校西安曲江校区使用最新的 MLA 格式来供引用和参考  
For consistency purposes, KCISXA uses the most up-to-date Modern Languages Association (MLA) format for citations and referencing
- 对如何正确改写给予指导  
Provide guidance in how to correctly paraphrase
- 促进真实性评估并提供具体说明，以便于学生能够形成自己的一套思维模式，假说、分析等  
Develop authentic assessments and provide specific instructions so that students are able to generate their own ideas, hypotheses, analyses etc.
- 提供教学评测与反馈，包括资源整合以及原创性观点  
Provide formative assessment and feedback that includes evaluating sources and the authenticity of ideas

- 适当地通过网络/搜索引擎/英文论文检测网站 [turnitin.com](http://turnitin.com) 等途径检测并通过所有 11 年级以上学生的所有评量性评估的作业。  
Pass all summative work from grade eleven and above through website/ search engine/ turnitin.com, as appropriate.

## 学生责任 Student Responsibilities

学生要做到的最基本的一点是负责确保作业的真实性。康桥国际学校西安曲江校区希望所有的学生都能够诚实并且公正地对待学术性的或者非学术性的学校生活。这也是学生变成独立自主的学习者的重要一部分。

Students are ultimately responsible for ensuring that their work is authentic. All KCISXA students are expected to be truthful and fair in both their academic and non-academic school life. This is part of the expectation of students becoming independent and self-reliant learners.

康桥国际学校西安曲江校区的学生需要理解以下几点：

The KCISXA student understands:

- 对自己的作业负起基本责任，并且任何违反该项政策所产生的后果都需要自己承担  
That they are ultimately responsible for their own work and that the consequences of any breaches of this policy will be theirs alone
- 学术诚信原则的重要性需要终身学习并遵循  
The importance of academic honesty in the development of lifelong learning
- 违规行为包括剽窃、串通舞弊以及考试作弊等  
Examples of malpractice including plagiarism, collusion and cheating in tests and examinations
- 弘扬坦诚与真实的美德  
That they are required to uphold the virtues of honesty and truth
- 区分学术欺骗、知识产权、剽窃和原创著作权的差异  
The difference between academic dishonesty, intellectual property, plagiarism and authentic authorship.



## 家长责任 Parent Responsibilities

重要的是，家长们能够仔细阅读学术诚信政策并理解违规行为带来的后果。而且家长们应该和孩子讨论学术诚信政策，加深对该规定以及其基本原理的理解。家长和学生可通过学校网站了解该政策。

It is important that parents read the Academic Honesty Policy and understand the consequences of malpractice. Parents should discuss the Academic Honesty Policy with their child and reinforce the regulations and rationale behind it. The Academic Honesty Policy is available on the school's website.

当一位新生被康桥国际学校西安曲江校区的大学预科项目录取，面谈的流程通常会涉及对学术诚信政策的探讨和对学校政策的重点讨论，以便于学生和家长双方都能理解其重要性。同时，作为面试官的校长或者 DP 协调员将会对其负责。

When a new student enrolls for the Diploma Programme at KCISXA, part of the interview process will involve a discussion of Academic Honesty Policy in general and the school's policy in particular, in order that both student and parents understand its importance. This will be the responsibility of the interviewer, either the Principal or the Diploma Coordinator.

父母及合法监督人的理解与配合是鼓励学生遵循学术诚信原则的关键因素。

Parental and legal guardians' understanding and cooperation is a key factor in encouraging academic honesty in students.

## 大学预科项目之学术诚信政策 **Academic Honesty in the Diploma Programme**

那些已成年并且准备进入大学预科项目的学生，应该更加独立自主地完成研究与评估。对这些学生而言，学术诚信政策比对于低年级学生来说更为正规和复杂。

Diploma Programme (DP) students, given their age, maturity and the fact that they are preparing for university entrance, are required to be much more independent in their research and assessment. The academic honesty requirements for them are more formal and complex than for younger students.

在 9 月初，所有 DP 课程的学生都参加了一场关于学术诚信政策的活动。活动期间，学生签定了一份关于学术诚信政策的协议，声明已经了解该政策并且承诺在整个 DP 课程的学习期间遵循学术诚信原则。同时也会承担未能遵循学术诚信原则所产生的后果。在这之后若有相应的转学生或者新生入学，学校将会安排他们尽早签定这份协议。

In the beginning of September all DP students attend a session on academic honesty. Following this, they are required to sign an Academic Honesty Agreement stating that they understand the Academic Honesty Policy and pledging that they will remain academically honest throughout the duration of the DP. They also sign that they understand the implications of a failure to follow the Academic Honesty Policy. Should a transfer or new student arrive after this date, they will be required to sign this at the earliest opportunity.

DP 课程的老师应该在各科学术报告提交日之前设定截止日期，以确保有足够的时间来鉴别学生作业的真实性，并且帮助学生修改其中的错误。

DP teachers are expected to set internal deadlines in advance of the official due dates, to ensure that there is sufficient time to authenticate student work and resolve any errors in referencing.

作为 IB 的课程指南，老师和学生都应该签署一份关于外部评估内容的文件（测试原稿除外），并且所有的内部评估都被用来证实作业的真实性，以及证明需要被评估所提交的作业是最终版本。

As per IB guidelines, both teachers and students are required to sign a coversheet for all externally assessed components (except examination scripts) and all internal assessment to confirm that the work is authentic and to confirm that the work being submitted for assessment constitutes the final version of the work.

DP 课程评估和学术诚信政策如何建立：

Sample table of DP assessments and how academic honesty is built in:

<p><b>总结性研究</b></p> <p><b>Culminating Project</b></p>	<ol style="list-style-type: none"> <li>1. 鼓励学生和监督人在他们的相互交流以及口试中对其资料来源进行讨论。 Students and supervisors are encouraged to include a discussion of sources during both their interactions and in the Viva Voce.</li> <li>2. 初稿和终稿都应提交到 Turn-it-in 检测软件用以证实，学生根据需要检查 Turn-it-in 的报告中显示的错误或者重点项。在最终提交给考官之前，会给学生截止日期，确保学生按时完成作业。 Both the rough draft and the final draft are submitted to Turn-it-in for authentication. Students then review the Turn-it-in reports as needed if there are errors or concerns. Deadlines are provided to ensure this is done in advance of final submission to examiners.</li> <li>3. 学生和监督人都应该签署一份文件来证实 EE 的真实和原创性。 Students and supervisors must sign the cover-sheet attesting to the originality of the EE.</li> </ol>
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<p>陈述 / 口述</p> <p>Presentation / Oral Work</p>	<ol style="list-style-type: none"> <li>提醒学生一份陈述中需要展示所引用的作业清单。比如：PPT 演示文件最后的幻灯片展示，或者一份上传到作业中的资料文件。 Students are reminded that a presentation requires a list of works cited. For example, a slide at the end of a PowerPoint or an uploaded document of sources.</li> <li>尤其鼓励学生承认使用其他人的观点（学生或者老师），可以是口头上的，也可以在作业中引用的部分做出陈述。 Students are encouraged in particular to acknowledge the use of others' ideas (students/teachers), either orally or in the works cited section.</li> </ol>
<p>小组活动</p> <p>Group Work</p>	<ol style="list-style-type: none"> <li>在知识理论的文稿演示上，学生应该最多三个人一组分工合作。所有的学生在小组中都负有同等的责任，以确保每个人能够正确地确认其资料来源：其中包括引用演示中的图像，提供参考的幻灯片文档，认可其他学生或者老师的想法等。 In the TOK presentation, students may work in groups of up to three. All students are equally responsible in the group for ensuring that they acknowledge their sources appropriately: this includes citing images in the presentation, providing a slide documenting works referenced and acknowledging the input of others' ideas, either students or teachers.</li> <li>现在小组里面所有的学生都得到了相同的分数，这就意味着每个人都要对没有正确地确认资料来源所产生的后果负责。这就更加强调了真实的作业和协作的重要性。 All students in the group now receive the same grade; this means that they are all responsible for the consequences of a failure to acknowledge sources appropriately. This places extra emphasis on the importance of authentic work and collaboration.</li> </ol>

<p>考试 ( 内部和外部 )</p> <p><b>Exams (internal and external)</b></p>	<ol style="list-style-type: none"><li>1. 对于所有使用计算器的考试，清除内存并检查计算器以确保符合 IB 考试的规定。 For all examinations requiring calculators, memory is cleared and calculators are checked to ensure compliance with IB Regulations.</li><li>2. 针对所有 DP 的学生开展小组咨询活动，来检查考试的进行和不遵守规则的后果。本活动会在 IB 考试前重复进行。 An Advisory Group session is held with all DP students to review the conduct of examinations and the consequences of not complying. This session is repeated before the IB Exams.</li><li>3. 考试指导海报和其他文献会通过电子邮件分发给学生，学生可以在学校网站或在 12 年级母班查看。 Exam conduct posters and other literature is distributed to the students via email, linked to on the school website and placed in the Grade 12 Advisory rooms.</li></ol>
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## 参考文献指南 Guidelines on Referencing

参考文献提供了学生作业中引用的语言或著作的完整细节，使读者能够准确地查到所使用的资料来源。每个参考都必须遵循最新的 8 个论文格式指南中的协定，并按照作者和书名的字母顺序排列。参考列表位于文档或演示文稿的末尾。文章所包含的每个参考文献都应与文中的引用有关。已查阅过但文中未提及或者引用的资源，不需在参考文献列表中列出。然而，已经查阅过的素材，即使文中没有提及或者引用，都应该单独放在一个称为文献目录的列表里面。

A reference gives the full details of the source of the words/work cited in a student's work, enabling the reader to trace the exact material used. Each reference must follow the conventions set out in the latest MLA 8 Style Guide and be arranged in alphabetical order by author and then title. Reference lists are found at the end of a document or presentation. Each reference included should relate to a citation in the text. Sources that have been consulted, but not mentioned or cited need not be included in this reference list. However, materials consulted, even where not mentioned or cited, are included in a separate list called a bibliography.

参考资料列表 Examples of references for a range of materials

书目 <b>Books</b>	Gillette, J. Michael. Theatrical design and production. Boston: McGraw Hill, 2000. Print.
期刊 <b>Journal</b>	DelGuidice, Margaux. "When a Leadership Opportunity Knocks, Answer!" Library Media Connection, vol. 30, no. 2, 2011, pp. 48-49.
报纸 <b>Newspaper</b>	Campoy, Ana. "Gasoline surges in Southeast Asia after Ike." The Wall Street Journal 23 Sept. 2008: A14. Print.
影音 <b>TV/Radio</b>	"The Saudi experience." Prod. Mary Walsh. Sixty Minutes. CBS. WCBS, New York, 5 May 2009. Television.
电影 <b>Film</b>	Girls Just Wanna Have Fun. Directed by Alan Metter, performance by Sarah Jessica Parker, New World Pictures, 1985.
录音 <b>Sound recording</b>	Corgan, Billy, and Butch Vig. "Today." Siamese dream. Smashing Pumpkins. Virgins records America, 1993. CD.
采访 <b>Interview</b>	Abdul, Paula. Interview by Cynthia McFaddon. Nightline. ABC. WABC, New York. 23 Apr. 2009. Television.
网址 <b>Website</b>	Provenzano, Nicholas. "Project Based Learning and the Great Gatsby." The Nerdy Teacher, May 3, 2016. <a href="http://www.thenerdyteacher.com/2016/05/project-based-learning-and-great-gatsby.html">www.thenerdyteacher.com/2016/05/project-based-learning-and-great-gatsby.html</a> .

现在可以用网名或者账户名来代替作者的名字。例如：

@WSJ. "从住房拥有率来看，X一代从2004年最成功的一代发展成2015年最不成功的一代" 来自 Twitter，2016年4月8日，下午16点30分。网站链接：  
[www.twitter.com/WSJ/status/718532887830753280](http://www.twitter.com/WSJ/status/718532887830753280).

It is now acceptable to use online handles or screen names in place of authors' names.

Example:

@WSJ. "Generation X went from the most successful in terms of homeownership rates in 2004 to the least successful by 2015." Twitter, 8 Apr. 2016, 4:30 p.m.,  
[www.twitter.com/WSJ/status/718532887830753280](http://www.twitter.com/WSJ/status/718532887830753280).

在更早版本的 MLA 格式手册中，至于网站链接是否应该包含在引用中，则由教师自行决定。在 MLA8 格式中，强烈建议在引用中包含一个网站链接。即使已经是过时的链接，仍然有可能在网上查询相关资料。需要记住在引用时需省略链接中的 “http://” 或 “https://”。

In previous versions of the MLA handbook, it was up to the discretion of the instructor whether URLs should be included in a citation. In MLA 8, it is highly recommended to include a URL in the citation. Even if it becomes outdated, it is still possible to trace the information online from an older URL. Omit “http://” or “https://” from the URL when including it in the citation.

### 电子资料库列表 Examples of references for electronic resources

所有网站 Entire Website	<i>The Purdue OWL Family of Sites</i> . The Writing Lab and OWL at Purdue and Purdue U, 2008. Web. 23 Apr. 2008.
网页 A page on a website	"How to Make Vegetarian Chili." eHow. Demand Media, n.d. Web. 24 Feb. 2009.
在线图片 An online image	Goya, Francisco. The Family of Charles IV. 1800. Museo Nacional del Prado, Madrid. <i>Museo Nacional del Prado</i> . Web. 22 May 2006.
网络杂志文章 An article in a web magazine	Bernstein, Mark. "10 Tips on Writing the Living Web." <i>A List Apart: For People Who Make Websites</i> . A List Apart Mag., 16 Aug. 2002. Web. 4 May 2009
已出版在线学术期刊文章 An article in a scholarly journal online that is also in print	Wheelis, Mark. "Investigating Disease Outbreaks Under a Protocol to the Biological and Toxin Weapons Convention." <i>Emerging Infectious Diseases</i> 6.6 (2000): 595-600. Web. 8 Feb. 2009.
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电子邮件 (包含电子邮件访谈)	Kunka, Andrew. "Re: Modernist Literature." Message to the author. 15 Nov. 2000. E-mail.



<b>Email (including email interviews)</b>	
<b>在线数据库 Online Database</b>	Ahn, Hyunchul, and Kyoung-jae Kim. "Using genetic algorithms to optimize nearest neighbours for data mining." <i>Annals of Operations Research</i> 263.1 (2008): 5-18. Academic Search Premier. Web. 25 Sept. 2014.
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<b>推特 Tweet</b>	Brokaw, Tom (tombrokaw). "SC demonstrated why all the debates are the engines of this campaign." 22 Jan. 2012, 3:06 a.m. Tweet.
<b>视频网站 Youtube</b>	Shimabukuro, Jake. "Ukulele Weeps by Jake Shimabukuro." Online video clip. YouTube. <i>YouTube</i> , 22 Apr. 2006. Web. 9 Sept. 2010.

注意：MLA8 格式不再需要在 MLA 引用中使用网站链接。文中引用电子资源需要以下信息作为指导：

Note: MLA 8 no longer requires the use of URLs in MLA citations. As a guide, the following information is needed for citing electronic sources:

- 作者和/或编辑的名字（看是否可知）  
Author and/or editor names (if available)
- 用引号标明物品名称（看是否合适）  
Article name in quotation marks (if applicable)
- 网站、项目或书籍的斜体标题（切记一些印刷出版物跟网络出版物在书名上略有差别。例如：其中可能会包含一些附加信息或者其他的改进信息，像域名.com 或.net 等）。  
Title of the Website, project, or book in italics. (Remember that some Print publications have Web publications with slightly different names. They may, for example, include the additional information or otherwise modified information, like domain names [e.g. .com or.net].)
- 任何版本号都可用，包括修订版本、发布日期、装订卷数、出版数量等。  
Any version numbers available, including revisions, posting dates, volumes, or issue numbers.

- 出版信息，包括出版商和出版日期等。  
Publisher information, including the publisher name and publishing date.
- 记录页码数（看是否可知）。  
Take note of any page numbers (if available).
- 出版媒介。  
Medium of publication.
- 注明使用资料的日期。  
Date you accessed the material.
- 网站链接（视需求而定，或许仅供个人参考；MLA 格式未要求使用网站链接<sup>1</sup>）。  
URL (if required, or for your own personal reference; MLA does not require a URL<sup>1</sup>).

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<sup>1</sup> Russell, Brizee, and Angeli; 2014

## 学术不当行为 Academic Malpractice

### 学术舞弊的四个主要方面 Four Major Areas of the Academic Dishonesty

- **剽窃**：这被定义为将别人的思想或者作品作为自己的来使用。  
**Plagiarism**: this is defined as the representation of the ideas or work of another person as the student's own.
- **串通舞弊**：这被定义为支持其他学生的不当行为，例如抄袭他人或允许他人抄袭或将他人的作品提交评估。  
**Collusion**: this is defined as supporting malpractice by another student, such as copying or allowing one's work to be copied or submitted for assessment by another student.
- **作品复制**：这被定义为相同的作品被使用到不同的评定环节或者文凭需求当中。  
**Duplication of work**: this is defined as the presentation of the same work for different assessment components and/or diploma requirements.
- **版权侵犯**：这可以有多种形式但是包括未经授权使用专利、已注册外观专利、已注册商标和版权所有。这些权利应得到尊重，并通常受到法律保护。  
**Copyright Infringement**: this can take many forms but may include the unauthorized use of patents, registered designs, trademarks, and copyright. These should be respected and are normally protected by law.

其他形式的学术不当行为包含任何为学生获得不公平优势的行为，或者影响其他学生成绩的行为（例如：将未经许可的资料带入考场、考试期间行为不当、伪造或篡改创意、活动或者服务记录）。下表提供了一些学术舞弊行为的情况概述；这些情况与处理办法仅作为参考，并不涵盖所有可能出现的情况。

Other forms of Malpractice include any action that gains an unfair advantage for a student, or that affects the results of another student (for example, taking unauthorized material into an examination room, misconduct during an examination, falsifying a Creativity, Activity & Service (CAS) record). The following tables provide an overview of some example situations of academic malpractice; the examples and consequences are a guide and do not cover all possible scenarios.

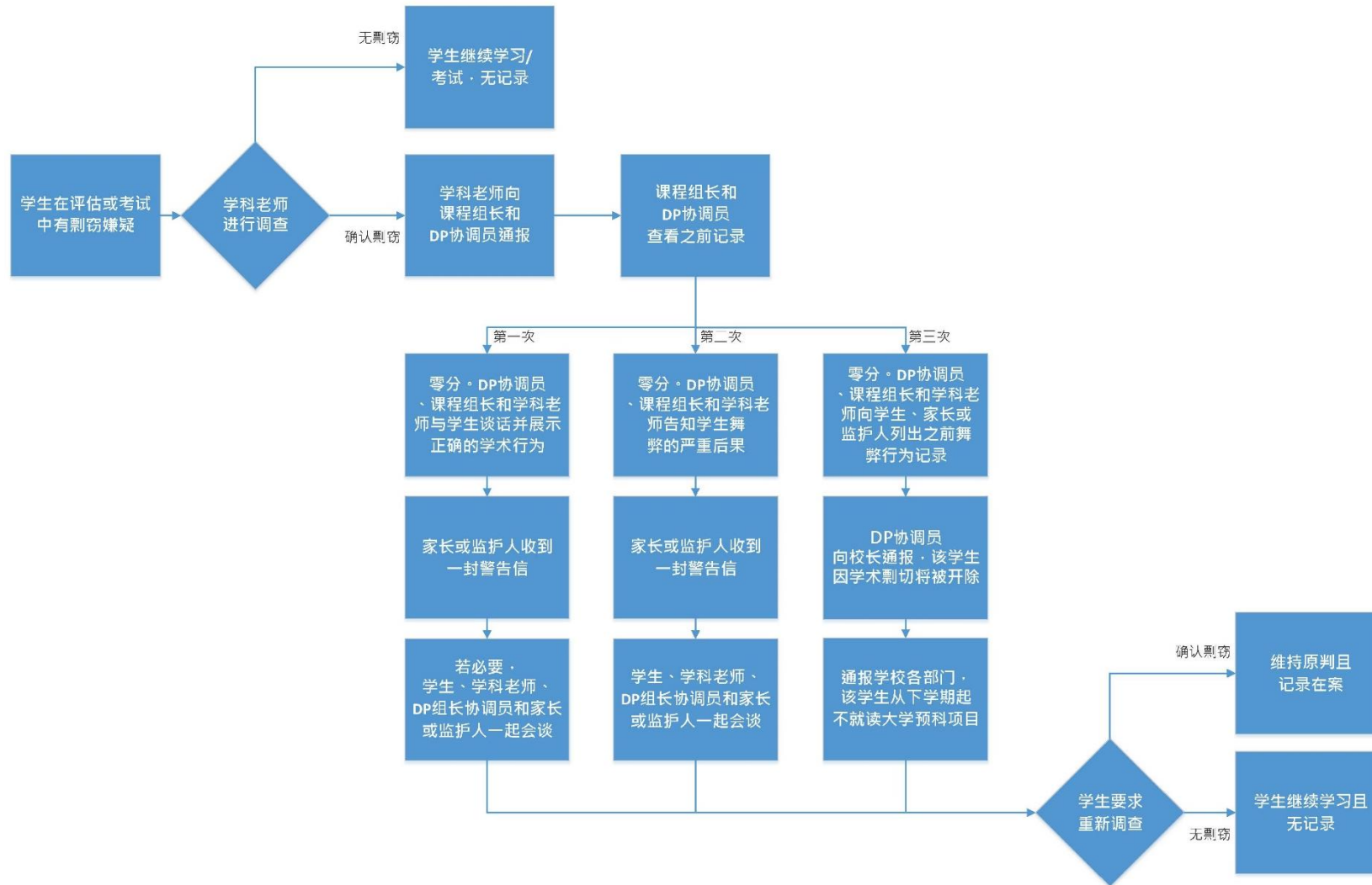
## DP 课程中有关舞弊的情况 Scenario about Malpractice in the DP

情境 Scenario	处理办法 Consequences
<p>学术检测软件 Turn-it-in 检测到一名学生的一份内部评估作业有大量剽窃。</p> <p>Turn-it-in (plagiarism software) detects that a student has plagiarised substantially for an internally assessed piece of work.</p>	<p>学科老师将完成一份事件报告，提交给课程组长并通知 DP 协调员。课程组长和 DP 协调员要求举办老师、学生和家長见面，解释可能造成的后果。事件调查结果将与学生和家長共享并存档。这项作业将<b>不会被评估及以零分计</b>。</p> <p>The subject teacher will complete an Incident Report and submit it to the Curriculum Coordinator and the DP Coordinator will be informed. The Curriculum Coordinator and the DP Coordinator will request a meeting with the teacher, student and parent to explain possible future consequences. The Incident Report is shared with the student and parent and kept on file. The work is <b>not assessed and a zero recorded</b>.</p>
<p>两名学生提交了一份相同的内部评估作业（例如：实验报告、统计）</p> <p>Two students hand in identical work for an internally assessed assignment (e.g. lab report, statistics).</p>	<p>学科老师将完成一份事件报告，提交给课程组长并通知 DP 协调员。课程组长和 DP 协调员要求举办老师、学生和家長见面，解释可能造成的后果。事件调查结果将与学生和家長共享并存档。这项作业将<b>不会被评估及以零分计</b>。</p> <p>The subject teacher will complete an Incident Report and submit it to the Curriculum Coordinator and the DP Coordinator will be informed. The Curriculum Coordinator and the DP Coordinator will request a meeting with the teacher, student and parent to explain possible future consequences. The Incident Report is shared with the student and parent and kept on file. The work is <b>not assessed and a zero recorded</b>.</p>

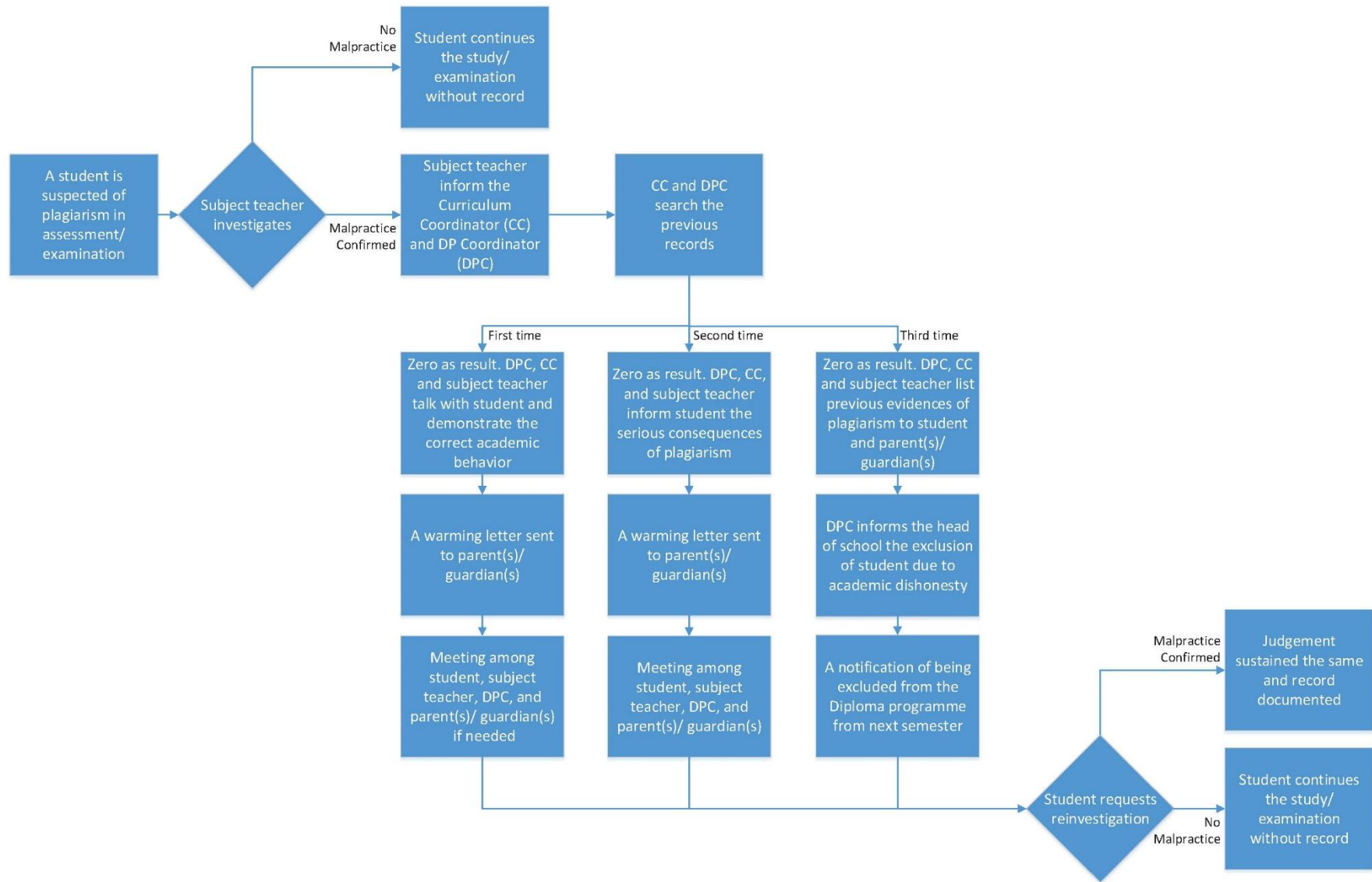
情境 Scenario	处理办法 Consequences
<p>一名学生在一次内部考试中抄袭他人作业，或将未经授权的资料带入考场（笔记、电话、储存卡等）</p> <p>A student copies from another during an internal exam or brings in unauthorised material to the exam (notes, phone, flash-cards etc.).</p>	<p>监考人员立即向课程组长和 DP 协调员报告任何作弊行为，并通知校长。课程组长和 DP 协调员将要求与校长、学生和家長开会讨论该事件。如果确定作弊行为属实，该学生考试成绩以零分计，并且将被学校停课，事件报告也将会永久存档。多次违反校规可能会被开除学籍。</p> <p>The invigilator reports immediately any malpractice to the Curriculum Coordinator and the DP Coordinator and informs the Principal. The Curriculum Coordinator and the DP Coordinator will request a meeting with the Principal, student and parent to discuss the incident. If it is determined that malpractice has occurred, the student receives a zero for the exam, is suspended from school and an Incident Report placed in the student's permanent file. Repeated offenses of malpractice may result in expulsion from School.</p>
<p>学术检测软件 Turn-it-in 检测到一名学生的一份内部评估的作业出现大量剽窃，而这项作业需要交给 IB 总部或者考官（例如：拓展性论文）</p> <p>Turn-it-in detects that a student has plagiarised substantially for an internally assessed piece of work that must be sent to the IB or an Examiner (e.g. extended essay)</p>	<p>学科老师将完成一份事件报告，提交给课程组长并通知 DP 协调员。课程组长和 DP 协调员会要求与老师、学生和家長开会讨论该情况。要求学生在有限的时间内或在测试条件下重写评估。从之前涉及考试作弊的事件报告来看，该学生也有可能被学校停课。</p> <p>The subject teacher will complete an Incident Report and submit it to the Curriculum Coordinator and the DP Coordinator will be informed. The Curriculum Coordinator and the DP Coordinator will request a meeting with the teacher, student and parent to discuss the situation. The student is required to re-write the assessment within a limited timeframe or under test conditions. Depending on previous Incident Reports involving malpractice, the student may also be suspended from School.</p>

情境 Scenario	处理办法 Consequences
<p>在 IB 考试期间，学生抄袭或试图与他人交流，或携带未经授权的材料(笔记、电话、储存卡等)参加考试</p> <p>A student copies or attempts to communicate with another or brings in unauthorised material to the exam (notes, phone, flash-cards etc.) during an IB Examination.</p>	<p>大学预科项目的详细流程规定：学术诚信和 IB 课程考试均由 DP 协调员组织安排。监考人员立即向 DP 协调员报告任何作弊行为，同时尽快写好一份事件报告并上报给校长。校长将要求与 DP 协调员、学生和家長开会讨论该报告，并做好会议记录。同时要求学校向国际大学预科项目组织报告这一事件以供审查，这可能导致考生在考试中没有成绩，因此没有机会获得 IB 文凭。</p> <p>The procedures as specified in the Diploma Programme: Academic Honesty and the Conduct of the IB Examinations will be followed, led by the DP Coordinator.</p> <p>The Invigilator reports immediately any malpractice incident to the DP Coordinator. An Incident Report is written and submitted to the Principal. The Principal will request a meeting with the DP Coordinator, student and parent to discuss the report. A transcript of this meeting will be made.</p> <p>The School is required to report the incident to the International Baccalaureate for review. This may result in a candidate receiving no grade for the exam, or the subject and therefore not having the opportunity to receive their IB Diploma.</p>

## 学术舞弊调查流程 Academic Dishonesty Investigation Procedures









## 学生权益 Rights of the Student

任何被怀疑有学术舞弊行为的学生，都有权力为其行为辩护或者对该指控提出异议，最终性质将视情况的严重程度而定。

Any student suspected of academic malpractice will have the right to explain his/her actions and/or to dispute the charges against them. The nature of this will be based on the severity of the situation.

若学生被怀疑舞弊发生在 IB 考试、外部审核或是在评估作业的时候，学生有以下的权利（大学预科项目：学术诚信实性；第 11 页）：

In the case of suspected malpractice in an IB Exam or externally moderated or assessed work, the student has the following rights and expectations of the process (from *Diploma Programme: Academic Honesty*; p11):

- 被告知受到怀疑  
to be informed that they are under suspicion
- 在亲戚或朋友作为顾问、见证人、或者观察者的情况下进行面试  
an interview with a relative or friend present as an adviser, witness or observer
- 若舞弊嫌疑者同意，可将此记录作为补充证明提交  
a transcript of this may be taken and submitted as additional evidence, with the candidate's approval
- 公开所有的证据并允许进行说明及辩护  
to be shown all the evidence and allowed to present an explanation or defence
- 提供他们自己的书面声明  
to provide their own written statement

IB 调查组委会（包含学科老师、课程组长、DP 协调员及学校校长）将决定最终的调查结果，学生有权对这一结果提出申诉。

An IB Committee (composed by subject teachers, curriculum coordinator, DP coordinator, and the head of school) will have the final decision on the results of such an investigation. Students have the right to appeal this result.

## 学术诚信政策检阅 **Academic Honesty Policy Review**

本政策是康桥国际学校西安曲江校区全体教师的共同协作成果（学科老师、管理人员、DP协调员、校长和高层管理团队）。下次审查将会在2022年8月进行。

This policy is a collaborative production work among the faculty of the Kang Chiao International School Xi'an Qujiang Campus (subject teachers, administrators, DP Coordinator, head of school, and higher leadership team). Next review will be in August 2022.

## 参考资料 Reference/ Bibliography

### Academic Honesty Policy from the IB world schools

Calcutta International School Academic Honesty Policy, 2016

Kang Chiao International School East China Campus Academic Honesty Policy, April 2017

International School of Western Australia Academic Honesty Policy, February 2018

West Island School Academic Honesty Policy, May 2017

### Publication

IBO. Academic Honesty in the IB Educational Context. Cardiff: Peterson House, November 2016

IBO. Programme Standards and Practices. Cardiff: Peterson House, March 2016

IBO. Rules for IB World Schools: Diploma Programme. Cardiff: Peterson House, August 2018

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## 附录 A：大学预科项目学术诚信合约 Appendix A: KCISXA IBDP Academic Honesty Contract

根据学校的学术诚信政策，所有 DP 课程的学生必须签署此合同。体现了对学术诚信的理解，并且同意在康桥国际学校西安曲江校区 DP 课程中遵循并贯彻其指导方针。

Together with the School's Academic Honesty Policy, all IB DP students are required to sign this contract. This is to show that you understand what academic honesty is and agree to remain within the guidelines for the duration of the IB DP at the Kang Chiao International School Xi'an Qujiang Campus.

1. 你已阅读并且理解康桥国际学校西安曲江校区学术诚信政策吗？ Have you read and understood the KCISEC Academic Honesty Policy?	是 <input type="checkbox"/> 否 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
2. 你理解剽窃行为的含义吗？ Do you understand the meaning of plagiarism?	是 <input type="checkbox"/> 否 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
3. 你理解串通舞弊的含义吗？ Do you understand the meaning of collusion?	是 <input type="checkbox"/> 否 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
4. 你理解即使你未从中获利，允许其他人使用你的作品是违反了学校学术诚信政策吗？ Do you understand that allowing someone else to use your work, even if you do not benefit, is breaking the school's academic honesty policy?	是 <input type="checkbox"/> 否 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
5. 你在学校的 ManageBac 网站上了解过 MLA 格式引用指南吗？你知道何时以及如何参考或者引用他人的想法吗？ Have you seen the MLA Citation Guide available on ManageBac and do you know when and how you need to reference/cite other people's ideas?	是 <input type="checkbox"/> 否 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
6. 你理解任何关于内部评估或者考试中的不公平优势是违反了学术诚信政策吗？ Do you understand that any unfair advantage with regard to internal assessment or examinations is breaking the academic honesty policy?	是 <input type="checkbox"/> 否 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
7. 你理解在考试期间不允许和其他学生进行交流吗？ Do you understand that you are not allowed to communicate with others students during examinations?	是 <input type="checkbox"/> 否 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
8. 你理解什么是未经授权的材料吗？ Do you understand what constitutes unauthorised material?	是 <input type="checkbox"/> 否 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>

<p>9. 你理解不允许携带未经授权的材料到考场吗？ Do you understand that you are not allowed to take unauthorised material into the examination room?</p>	<p>是 <input type="checkbox"/> 否 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>10. 你理解任何专利、已注册外观专利、已注册商标、人身权和版权都需要被尊重吗？ Do you understand that any patents, registered designs, trademarks, moral rights and copyright must be respected?</p>	<p>是 <input type="checkbox"/> 否 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/></p>

本人 \_\_\_\_\_ 同意在整个国际文凭课程期间保持学术诚信。

I \_\_\_\_\_ agree to remain academically honest throughout the duration of the International Baccalaureate Diploma Programme.

\_\_\_\_\_  
签名 Signature

\_\_\_\_\_  
日期 Date

## 附录 B：学术诚信事件通报模板 Appendix B: KCISXA Academic Honesty Incident Report Template

学术不当行为的类型：学术舞弊主要包含四个方面 Type of Academic Malpractice:  
Academic dishonesty falls in four major areas:

- 剽窃 Plagiarism
- 串通舞弊 Collusion
- 作品复制 Duplication of work
- 版权侵犯 Copyright Infringement

母班班级 Homeroom \_ \_ \_ \_ \_ 毕业班级 Graduating Class of \_ \_ \_ \_ \_

学生的姓名 Student's Name \_ \_ \_ \_ \_

学生的邮箱 Student's Email \_ \_ \_ \_ \_

其他有相同行为的学生（请分别递交表格） Other students implicated in same act (Please submit separate forms for each) \_ \_ \_ \_ \_

老师姓名 Teacher's Name \_ \_ \_ \_ \_

违反规定的日期和描述（老师填写） Date and description of infraction (completed by instructor):