

**ADAPAZARI PRIVATE ENKA MIDDLE SCHOOL
ACADEMIC INTEGRITY POLICY**

Our Mission

Adapazari Private ENKA Schools aims to raise creative individuals who use critical thinking and communication skills in all disciplines, question, express themselves in different languages, respect differences, have international awareness, and use critical thinking and communication skills by providing equal opportunities in education.

Our Vision

Adapazari Private ENKA Schools aims to be a community of lifelong learners who are innovative, aware of social problems and able to find solutions to them.

1.Aims and Objectives

Adapazari Private ENKA Middle School aims to promote academic integrity at all grade levels. To this end, the school aims to support students to acquire the skills, values and understandings in the IB Learner Profile and to raise them as ethical, responsible and principled individuals. Students are encouraged to develop their ability to make informed, logical and ethical judgments through learning opportunities such as academic writing, research studies, community projects, digital citizenship education, classroom discussions and collaborative activities.

This policy aims for students to embrace core values such as integrity, honesty, fairness, justice and respect for individuals and communities, and to apply these principles both in the school environment and in all aspects of their lives. The main purpose of this policy is to ensure that students develop sensitivity to citing sources when conducting their individual work and to act ethically and principled in all situations.

Objectives

- To help the school community develop a common understanding of academic integrity by explaining what it is.
- To teach the rules of citation and original authorship and ensure their appropriate and consistent use throughout the school.
- To ensure that the school community demonstrates academically honest behavior by teaching what it means to plagiarize, cheat and cheat.
- Academic honesty give examples of what constitutes misconduct, plagiarism, copying of work.
- Provide guidance on the difference between acceptable collaboration and unacceptable collaboration.
- To determine the responsibilities of school administration, teachers and students regarding academic integrity.
- Outline the sanctions for behavior contrary to academic integrity.

This policy will include the following elements for each unit of the school:

1. Definition of inappropriate behavior (academic dishonesty).
2. Characteristics of academic dishonesty, plagiarism, inappropriate reproduction of work, and original authorship.
3. Guidance on the difference between acceptable collaboration and unacceptable collaboration.

4. Outline what to do in a situation of academic dishonesty.

Students are required to cite all sources used in their work (books, magazines, movies, internet, electronic resources, artificial intelligence tools, etc.) in accordance with the citation rules in this policy.

Any information that does not comply with the citation rules and is presented without citing the source is considered a violation of academic integrity.

2. Behaviors against Academic Honesty

It refers to students taking unfair advantage of their work, either at school or outside school.

Misconduct includes the following:

- Presenting work that they did not prepare themselves,
- Cheating in exams and class activities,
- Bringing unauthorized materials into the exam hall,
- Disturbing other students during the exam,
- Exchange information during the exam,
- Taking and examining exam papers without permission, making changes on exam papers and damaging exam papers.

a. Collaboration Contrary to Integrity:

This means helping someone to engage in behavior that violates academic integrity. Collaboration against academic integrity includes wrongful behavior such as allowing one's own work to be copied or presented by others.

b. Plagiarism:

When someone else's words or ideas are used, it means not citing sources in accordance with the citation rules set out in the academic integrity policy. Plagiarism has three dimensions:

1. Taking someone else's words or ideas and copying them without acknowledging who they belong to.
2. Attempting to mislead others by pretending that the words or ideas used are your own.
3. Not citing the source of information obtained through artificial intelligence tools in APA format.

c. Misrepresentation:

Making unauthorized changes to academic notes, documents, forging the signature of another person (teacher, parent, etc.). Distorting information in academic research, fabricating or altering laboratory results.

3. Acceptable Collaboration

Academic integrity rules may vary within the arts and other disciplines. Acceptable collaboration; *imitation, influence, modeling, etc.* are expected and appreciated student behaviors *provided that the source is specified*. In other courses, these rules are shaped by research methods, use of references and ethical standards. Course instructors clearly explain the limits and methods of these behaviors to students.

Citing someone else's paper/work; the cited work, including AI content, must be cited in accordance with APA citation conventions. The cited section should not be more than 30% of the total work, including content produced with AI tools.

Our school supports the ethical and responsible use of artificial intelligence (AI) tools. Students verify the information they obtain with AI tools and properly cite sources.

4. Sanctions

For any student found to have violated academic integrity:

- The work/section will be invalidated.
- The teacher will first discuss the situation with the student and ask the student to verbally explain the situation and review the signed commitment *on the Academic Integrity Assessment Form**.
- The student is expected to prepare the work again and submit it on a new date to be determined by the teacher. No grade is given to the student at this stage.
- When the work prepared in accordance with academic honesty is submitted, an evaluation is made.
- If the work is still not done in accordance with the rules of academic honesty, it is considered invalid.

In case students do not submit the assigned task:

- The student is expected to prepare the work and submit it within the time period determined by the class. At this stage, no grade is given to the student, and when the work is submitted, the evaluation is made in line with the decision of the class.

In case the work is not submitted:

- The process is shared with the parents in line with the decision of the class.

The teacher uses the **APA Bibliography Guide as* a resource when evaluating student work.

When are students sent to the Disciplinary Committee?

- When you were caught cheating on an exam,
- When you take exam papers without permission,
- When you take exam papers without permission and make changes on them,
- Taking and damaging exam papers without permission.

Investigation of Malpractice:

If there is a suspicion that the student's work is not original, this work will not be evaluated. In such a case, the student is asked to revise, explain and re-prepare the work.

In cases where the teacher has doubts about the authenticity of the student's work, or if he/she is found to have cheated in the exam, the following procedure is applied:

- A review committee (a teacher other than the teacher who discovered the malpractice, the department/department head, the MYP coordinator, the librarian and the deputy principal) meets to examine the situation. The suspected work is presented to the committee with evidence/report.
- The student is called to the committee for his/her defense. A report is written. This report is signed by both the student and the committee members.
- The committee is given two working days to accept or reject whether an academic malpractice has been committed.
- The committee makes its final decision and this decision is notified in writing to the school administration for approval.

If the board's decision confirms that the student has committed academic malpractice/copying in the assignment or cheated in the exam/afterwards, the following procedure is applied:

- The student who cheated in the exam is reported in writing to the school principal. The school principal evaluates the matter and refers the student to the Behavior Evaluation Board.
- The named student cannot take part in student committees in that academic year.

5. Roles and Responsibilities

5.1. School Principal and Coordinator:

- That all students understand what academic integrity means,
- All students are given guidance on academic writing, research, execution and referencing,
- That all students know the consequences of inappropriate behavior,
- All students should be aware that collaboration that violates academic integrity and make sure they know what plagiarism is.

5.2. Teacher

- Knows what academic honesty is and which attitudes and behaviors are contrary to academic honesty.
- Knows the rules of citing sources and shares materials with students and colleagues according to these rules.
- Teaches the rules of citing sources to students.
- Ensures that students cite sources in their homework, reports and projects.
- Apply the necessary sanctions in case of violations of academic honesty rules.
- Sharing violations of academic honesty with the school administration and parents.
- Help students who exhibit attitudes and behaviors contrary to academic honesty to learn the truth and correct their behavior.
- The librarian fulfills all these responsibilities just like the teachers. He/she organizes workshops for the school community on academic honesty and citation methods and helps to implement this policy.

5.3. Student

- The Adapazarı Private ENKA Schools community knows and respects the rules of academic honesty.
- Complies with the rules of honesty and integrity in all academic work.
- Uses as many sources as possible in their research.
- Knows and applies the rules of citing sources (preparing a bibliography, footnoting, using quotation marks, etc.).
- Knows what academic honesty is and which attitudes and behaviors are contrary to academic honesty.
- Is aware of the sanctions to be applied in case of violation of academic honesty rules.
- Does not condone or help attitudes and behaviors contrary to academic honesty.
- Respects the work of others.
- Respects the learning of others.
- Never attempts to alter or obtain academic records or related documents (exam papers, office documents, e-mails, etc.).
- Reports and presents academic data and results (e.g. statistics, laboratory results, etc.) in a complete and accurate manner.

5.4. Parents:

- Encourages their children to act in accordance with the principles of academic integrity in their research, assignments and projects.
- Actively cooperate with the school administration, teachers and guidance service in case of academic integrity violations.
- At the beginning of each academic year, they read and sign the "Student Academic Honesty Contract" with their children.
- By closely following their children's homework and projects, they guide them to develop original ideas and adopt ethical behaviors.

6. Implementation of Academic Honesty

- At the beginning of each new academic year, new students and parents sign an academic integrity agreement.
- At the beginning of each new academic year, announcements and presentations are made to students and the school community about what academic integrity is, its meaning and importance. After the presentation, students sign the academic integrity evaluation form.
- Students are regularly guided on academic writing and research skills.
- Academic honesty is emphasized and encouraged by all teachers. All teachers emphasize the criteria of academic honesty by guiding their students on research methods appropriate to their courses, proper citation, referencing and commenting.
- Teachers set an example for their students by correctly and properly citing sources for quotations and images used in reproduced documents such as worksheets, weekend assignments and tests.
- Daily assignments, term papers and projects are carefully selected. A good assignment involves more than just requiring the student to gather information. Correctly selected

An assignment allows the student to develop his/her own ideas and make his/her own interpretations.

- When students produce written work such as articles, compositions, essays, term papers, etc., the teacher keeps track of what the student has written and has an opinion about it. If the work is written by someone else or copied from the internet, the teacher will identify this.
- The school celebrates one day in the second semester of each academic year as "**Academic Integrity Day**". On this day, documents on academic honesty are distributed to students, examples of bad practices are given, and the importance of academic honesty is discussed. Academic honesty is addressed in all courses. In addition, students are encouraged by the Applied Studies Department to do painting and music activities on the subject.
- Students doing a Community Project are expected to complete and sign an academic integrity form and submit it to their advisor.

7. References

International Baccalaureate Organization (IBO). (2019, December 13). *Academic integrity*.

MEB Regulation on Primary School Institutions and Regulation on Evaluation of Student

Behavior

This policy will be updated by the relevant persons when necessary.

Updated on June 2025.

APA CITATION GUIDE

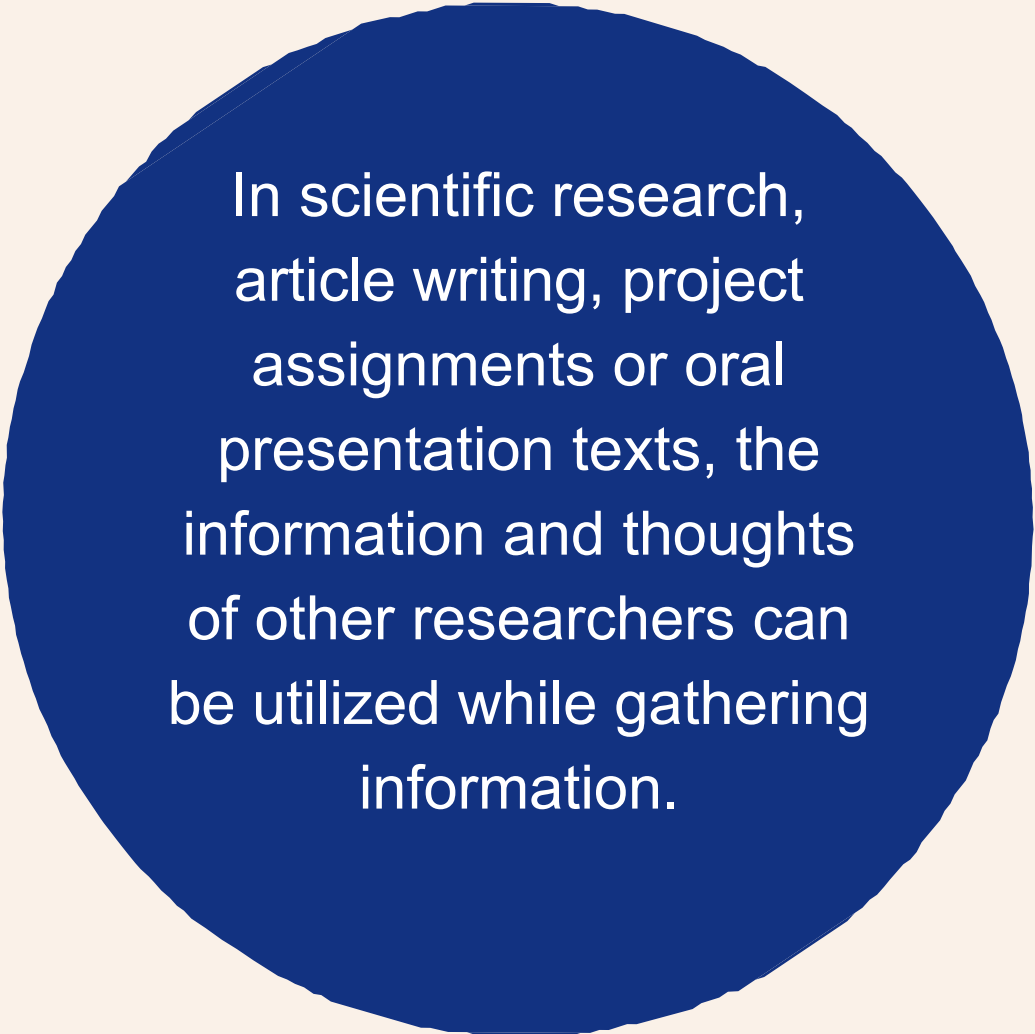
ADAPAZARI PRIVATE ENKA MIDDLE SCHOOL

What is APA?

- **APA format is one of the most frequently used citation formats in academic studies.**
- **APA stands for "American Psychological Association".**

WHAT IS A CITATION?

The quoted word, sentence or section is shown in quotation marks or parentheses in the text, written unchanged.



In scientific research, article writing, project assignments or oral presentation texts, the information and thoughts of other researchers can be utilized while gathering information.

WHAT IS A CITATION / REFERENCE?

Citing, unlike quoting, does not refer to a specific section, but to the whole of the work as an example of the work done.

is used to indicate.

CITATION RULES



1

**CITING SOURCES
IN THE TEXT**



2

BIBLIOGRAPHY



3

**TABLES AND
FIGURES**

1 - CITING SOURCES IN THE TEXT

The works of people whose ideas, theories or research directly influence our work should be cited.

The number of citations in a text may vary depending on the purpose of the study; for example, in some studies

While fewer citations are required, a large number of citations may be required in genres such as literature reviews.

In general, too few or too many citations should be avoided.

Short author-date information in in-text citations in APA style, directs readers to the bibliography.

Every citation in the text must be included in the bibliography, in the same way, it must be ensured that every study included in the bibliography is also included in the text.

It should be checked whether the sources in the text and in the bibliography are consistent in terms of author names and dates.

1 - CITING SOURCES IN THE TEXT

- Names of books, movies and magazines *are italicized*.
- If there is a general reference in the text and the whole text is referred to, it is sufficient to write (author's surname, year).

Example : (Özdemir, 2005).

- If a specific page is quoted or related ideas are taken from a specific section, the source is written with its page.

Example : (Özdemir, 2005, p. 43).

- If the author's name is mentioned in the sentence;

Example: Emin Özdemir (2005) shows the reader the importance of going out of the real world by saying "a novel, a story, a play with high literary value expands your circle of life" (p.24).

- When referring to works with two authors, the surnames of both authors are given.

Example : Batur and Bener (2015)

- If the number of authors is between three and five; all names are written in the first reference, afterwards it is sufficient to indicate only the first author.

For example, when the source is mentioned for the first time

(Karabey, Şığva & Babür, 2015), whereas in subsequent references, it appears as (Karabey et al., 2015) in the text.

1 - CITING REFERENCES IN THE TEXT

- When referring to works with six or more authors, only the surname of the first author is written, followed by et al.

Example: Smith et al. (1997) focus on different dimensions of education.

They drew attention to it. Education is said to have different dimensions (Smith et al., 1997).

- In works written by a legal entity, the name of the institution is written in the first reference, and the abbreviation is used in subsequent references.

Example : First reference: Turkish Language Association, 2009

Later references: TDK, 2009

- This is how an author's works of the same date are referred to.

**Example: In recent research ...
(Napier, 1993a, 1994b).**

- When referring to more than one work of the same author, the arrangement is made according to the publication year of the work; first write the surname of the author, then the publication date of the works respectively.

Example : (Brown, 1982, 1983)

- Information based on personal interviews by e-mail, telephone, face-to-face or other means is cited in the text but not in the bibliography.

Example: Martin Jay, "structuralist Marxism in the US never strong " (Martin Jay, personal interview, April 21, 2003).

1 - CITING SOURCES IN THE TEXT

- If the author of the work is not specified, the first few words of the title of the work are used when quoting. When referring to such a work, the title of the book is written in italics, followed by the date.

Example : *To the Report of the Turkish Academy of Sciences*

According to (2005).

- If quoting from a web document without a page number, the paragraph number should be indicated.

Example : Haznedaroglu, The movie *Avatar*

The story is not anti-imperialist or anti-US (Dursun, 2009, para.10).

- When citing sources without an author (such as religious sources) or sources with unknown authors in the text, the title and year of the source should be written for sources without an author. For sources with anonymous authors, anonymous should be written instead of the author's name and the year should be added.

Example : (Anonymous, 2020)

1 - CITING SOURCES IN THE TEXT

- General references to websites, applications or software; If a website, application or software with general use is mentioned without giving detailed information, it is not necessary to write in the bibliography or in-text citation. If a website name is given, the URL address is given in parentheses. If the name of an application or program is given, it is sufficient to write the version used, if known.

Example : Data were analyzed with IBM SPSS Statistics (Version 25).

- **"cited phrase" (AI Tool name, Year) for in-text citation of AI Tools**

Example : When the prompt "Is the left brain-right brain distinction real or a metaphor?" is entered

The text generated by ChatGPT "showed that the statement that people can be characterized as 'left-brained' or 'right-brained' is considered an oversimplification and a popular myth." (OpenAI, 2023).

2 - BIBLIOGRAPHY

Descriptive information of all works cited in the text, references at the end of the text
list at the end of the text.

Principles of Writing Sources

- 1) **Author:** Who is responsible for this study?
- 2) **Date:** When was this study published?
- 3) **Title:** What is the name of this study?
- 4) **Source:** This study from
can I access?

Format and Sequencing of Sources

- The References page starts on a new page.
- "References" is written in bold and centered at the top of the page.
- The list of references is alphabetized according to the names of the authors.

2 - BIBLIOGRAPHY

Single author book:

Pamuk, O. (2011). Pure and Thoughtful Novelist. Istanbul:İletişim.

Book with two authors:

**Batur, E. and Bener, Y. (2015).
Simultaneous Cinnet. Istanbul:Sel.**

Books with three-five authors:

**Lestienne, C., Dehaene, G., Sagart, L. and
Picq, P. (2013). The Most Beautiful History
of Language.
Istanbul: İş Bank Culture Publications.**

Books with six or more authors:

**Gloster, J., Jones, A., Redington, A., Burgin, L.,
Sorensen, J. H., Turner, R., . . Paton, D. (2010).
A handbook of critical approaches to
education. New York, NY: Oxford University
Press.**

2 - BIBLIOGRAPHY

Edited book:

Aydemir, Ö. and Köroğlu, E. (Eds.). (2009). Clinical scales used in psychiatry (4th edition). HYB Basım Yayın.

Works published by a legal entity: Turkish Language Association (2015). Spreading Areas of Turkish Language and Literature. Ankara: Collective.

Books consisting of more than one volume: Moran, B. (1995). A Critical Overview of the Turkish Novel (3 volumes). Istanbul: İletişim.

Books in translation:

Solso, R. L., Maclin, M. K. & Maclin, O. H. (2009). Cognitive psychology (2nd Edition). (A. Ayçiçeği Dinn, Translation). Kitabevi (Original published in 2004, 7th edition)

2 - BIBLIOGRAPHY

Journal article:

Duman, F. (2013, December). Leaving the World Behind. Notos Story, 37, 22-23.

Newspaper article:

Yüksel, A. (2014, January 17). Child Brides. *Cumhuriyet*, p.2.

Electronic version of printed book:

Dalan, A. (2015). *Child Raising Wisdom* [Electronic Version]. Istanbul: Destek.

Newspaper article taken from the internet: Çetin, Ö. (2010, January 21). Our Television Habits Will Change with IPTV. Retrieved from *Hürriyet* <http://www.hurriyet.com.tr>

2 - BIBLIOGRAPHY

Web page (if there is an author but no date): Kırıcı, O. (n.d.). On Virginia Woolf. Retrieved from www.kafkaokur.com.

Web page (if no author and date): Tema Foundation. (n.d.).
<http://www.tema.org.tr> Retrieved from obtained.

Dictionary and Encyclopedia:
Bilgin, N. (2003). Dictionary of social psychology: Concepts, approaches. Bağlam Publishing.

Theses:

Gökdağ, C. (2014). Automatic thoughts, non-functional attitudes and relationships between temperament and character [Unpublished master's thesis]. Ege University.

2 - BIBLIOGRAPHY

Film:

Turkish Radio and Television Corporation (Producer), Özakman, T. (Screenwriter) and Öztan, Z. (Director). (1996). Kurtuluş [Movie]. Turkey: Turkish Radio and Television Corporation.

Blog:

Kopan, Yekta. (2015, June 30). Yazamamamak. Retrieved from filucusu.blogspot.com.tr.

Youtube:

The name of the person who uploaded the video is written in the author section, and the name of the person is written in parentheses. If the real name of the person is not known, only the pseudonym is used without parentheses.

GencVeFit. (2012, November 17). The best excuses for not working out [Video file]. <http://www.youtube.com/watch?v=Dq1ms2JhYBI&feature>

2 - BIBLIOGRAPHY

Photo:

Adams, A. (1927). Monolith, the face of Half Dome, Yosemite National Park [Photograph]. Art Institute, Chicago.

Social Media Sources:

**Alper, S. [@SinanAlper_]. (2020, September 2). Indeed, statistics and the fields of science that use it basically have the same goal: Predicting things that haven't happened yet [Tweet]. Twitter.
https://twitter.com/SinanAlper_/status/1301210933335916547**

Webpage Resources:

**Turkish Psychological Association (2019, November 26). Professional legislation. Retrieved from
<https://www.psikolog.org.tr/tr/kurumsal/me-slekimevzuat-x654/> on September 2, 2020.**

Artificial Intelligence Tools :

**OpenAI (2023). ChatGPT (March 14 release) [Large language model].
<https://chat.openai.com/chat>**

3 - TABLES AND FIGURES

Scientific texts written in APA Format have either **"Tables"** or **"Figures"**.

Tables

There are usually numbers in the tables. Rarely, tables consisting of words may be encountered. In tables, the data to be compared are arranged so that they stand next to each other.

Tables continue consecutively as Table 1, Table 2, Table 3.

Tables and Figures taken from another source

For all tables or figures taken from another source, please add a note under the table or under the figure legend, indicating the author and the owner of the publishing rights.

Figures ;

Any drawing other than a table is called a figure. A figure may consist of diagrams, graphs, photographs, drawings or other types of drawings.

Figures

Figure 1, Figure 2, Figure 3 and so on.

3 - TABLES AND FIGURES

Example:

Tablo 1

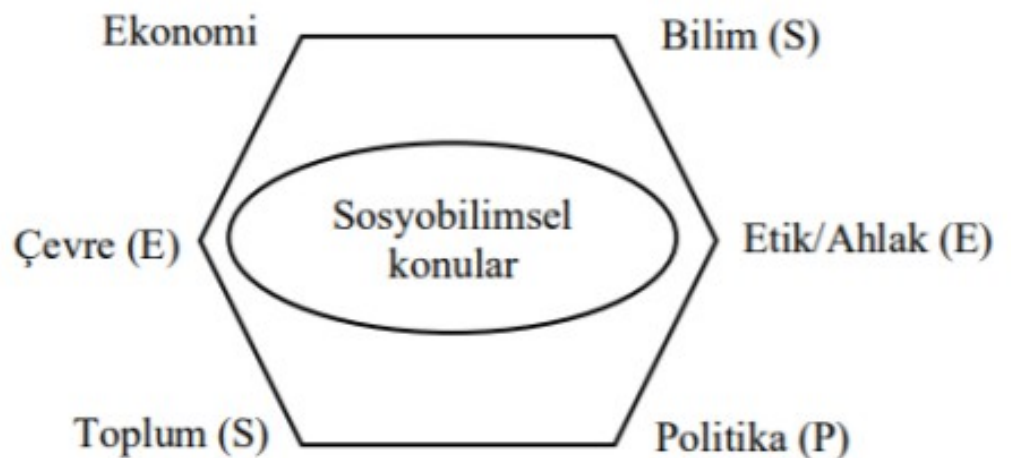
Öğrencilerin Sosyo-Ekonomik Düzeylerine Göre Empatik Eğilim Düzeyleri ile İlgili Betimsel Değerler

Sosyo-ekonomik düzey	N	M	SD
Alt Sosyo-Ekonomik Düzey	307	67.87	9.20
Orta Sosyo-Ekonomik Düzey	230	66.27	8.84
Üst Sosyo-Ekonomik Düzey	218	67.17	10.46

Example:

Şekil 1

Sosyobilimsel Konuların İçerdiği Altı Boyut



3 - TABLES AND FIGURES

Example:

Tablo 1

Öğrencilerin Sosyo-Ekonomik Düzeylerine Göre Empatik Eğilim Düzeyleri ile İlgili Betimsel Değerler

Sosyo-ekonomik düzey	N	M	SD
Alt Sosyo-Ekonomik Düzey	307	67.87	9.20
Orta Sosyo-Ekonomik Düzey	230	66.27	8.84
Üst Sosyo-Ekonomik Düzey	218	67.17	10.46

Note Taken from the study titled "Comparison of the Views of Teachers and Students in Secondary Education on Dealing with Undesirable Behaviors" published by M. Atıcı and F. Çekici, 2009, Educational Administration in Theory and Practice, 108(60), p.509.

SOURCES UTILIZED:

- 1 - American Psychological Association (2019).
Publication manual of the American Psychological Association (7th ed.). Washington, DC: APA.
- 2 - Hacettepe University (2021). APA 7 Academic publication principles. Ankara: Hacettepe University.
- 3 - Çağ University (2020). Thesis Writing Guide (According to APA 7 Format). Mersin: Çağ University.
- 4 - Thesis Preparation Guide. Bilkent University Department of Turkish Literature.
website.bilkent.edu.tr/TEZKILAVUZU2006.doc
- 5 - APA Style Blog. (2023). How to Cite ChatGPT. Retrieved 2023-02
<https://apastyle.apa.org/blog/how-to-cite-chatgpt>.
- 6 - How Do I Cite Generative AI? (2024, February 23). McMaster Libraries.
<https://libguides.mcmaster.ca/cite-gen-ai/apa#s-lg-box-16661605>

ADAPAZARI PRIVATE ENKA MIDDLE SCHOOL ACADEMIC INTEGRITY STUDENT CONTRACT

As an IB World School, Adapazari ENKA Schools students are expected to act in accordance with the school's Academic Integrity Policy at all grade levels.

The rules outlined in the School Academic Honesty Policy are as follows.

- 1- I will indicate the sources of information I use in my studies in accordance with the rules.
- 2- I will not allow my assignment to be copied in whole, either in physical or electronic form.
- 3- I will not submit work that does not belong to me.
- 4- I will not bring unauthorized materials to the exam or class.
- 5- I will not disturb other students during the exam or class.
- 6- I will not exchange information during the exam.
- 7- I will not access the exam papers without permission.
- 8- I will not cheat in the exam.
- 9- I will not help someone else cheat.
- 10- I will not copy someone else's work.
- 11- I will not use someone else's words or ideas without acknowledging who they belong to.
- 12- I will properly cite the work of another friend who inspired me while doing my assignments.
- 13- I will not take someone else's official, physical or electronic documents without permission.
- 14- I will not make changes on official documents.
- 15- I will not make changes on laboratory data.

This agreement is valid throughout the student's education at Adapazari ENKA Schools and students who violate academic honesty will face the consequences specified in the disciplinary regulations of the Ministry of National Education.

I have read and understood the above information; I declare that I will act in accordance with academic honesty in all my studies and behaviors in and out of school.

Student's Name and Surname:

Class:

Signature:

Date:

I have read, understood and discussed the above information with my student; I declare that I will support my student to act in accordance with academic honesty in his/her work and behavior.

Parent's Name and Surname:

Date:

Signature:

ADAPAZARI PRIVATE ENKA MIDDLE SCHOOL ACADEMIC INTEGRITY STUDENT EVALUATION FORM

Dear Students,

The following assessment will measure your mastery of the principles of academic integrity. It is extremely important that you read the criteria one by one and check the box that best suits you in order for us to program the training you need on the subject.

MEASUREMENTS	Yes	No.	Partially
I know what copying means.			
I know what academic honesty means.			
I know the rules of academic honesty regarding tests and exams.			
I know the rules of academic integrity regarding assignments and presentations.			
I know what plagiarism means.			
I have learned what it means to submit information incorrectly or correctly organized.			
I know that it is not right to copy someone else's work and not to cite references.			
I know that it is not right for me to complete an assignment that my teacher has asked me to complete on my own, with someone else involved.			
I know that I should not damage the work of others.			
I know what a bibliography / bibliography means.			
I know that preparing a bibliography is an act of academic honesty.			
I know what information should be included in the bibliography / bibliography.			
Bibliography / I know the way to prepare a bibliography.			
I know how to prepare a bibliography / bibliography.			
I compare the information given by the AI with other information to check its accuracy.			
When I present my work using artificial intelligence, I indicate which information is provided by artificial intelligence as a bibliography.			

Student's own explanation:

.....
.....

Name Surname

Class:

Signature

Date: