TIS RECORD

P: +233 303305134 | E: info@tis.edu.gh| W: www.tis.edu.gh

At TIS,

we believe that sport, as one of the four pillars for student balance and ensuing success, promotes teamwork, challenges personal best and emphasises the importance of appreciating how to lose before knowing how to win.

Contents

• PYP News: Page 10

• Guide Post: Page 24

Exeats

- Exeat requests must be completed online at: https://www.tis.edu.gh/ forms/
- All exeat requests must be received at least 72 hours ahead of time. An exeat will be refused if a student has any outstanding work.

Thought for the Week

Doubt can motivate you, so don't be afraid of it. Confidence and doubt are at two ends of the scale, and you need both.

Barbara Streisand



The Finish Line

Yesterday saw the end of the academic year at each campus.

It was a very special day at the Primary School Campus where they celebrated their achievers and graduates.

Our Grade 6 students are looking forward to commencing MYP at the Main Campus in August, as well as life as a boarding student. As they clearly demonstrated during their PYP Exhibition, these students will continue to shine next year in Grade 7. Everyone is looking forward to the impact they will make.

Our Kinder 3 students also graduated from the Early Years and are excited about climbing those stairs to the Primary classes next year.



"My definition of integrity is a set of beliefs, values, and actions that others can depend on."

-Steve Bollar

Making Us Proud

- Andrew Opuni and Brenda Anthonio, our Secondary Leaders who hosted our G6 students for their orientation around the Main Campus in preparation for their arrival in August. Two perfect TIS Ambassadors. Thank you.
- Nina Aisha Issah was outstanding as an usher at the Primary School Graduation and Achievers' Day event yesterday.

Visiting Protocols

For visits during the remainder of this semester, parents will be required to book their visit online. Please go to: https://www.schoolinterviews.com.au/code/35tdn

Complete your details and click *next* to select your day and time. Then click next to receive a confirmation of your booking.

If you do not receive confirmation of the date and time, then you have not completed your booking.

Weekend times will usually go from 11.00am- 5.00pm on Saturdays, Sundays and public holidays (with no visits scheduled between 12.00 - 1.00pm.) Sessions are 60 minutes.

Book early to avoid disappointment.

Thank you for your cooperation.

Congratulations to G6 and K3 students on your graduation and to all students at the Primary School Campus on your achievements during 2021/2022. Well done.

Tomorrow, we farewell our IB Class of 2022 - the Pioneers. We will also be recognising our achievers at the Secondary School. Don't forget to witness this event from home. See page 4 for details.

Important Reminders

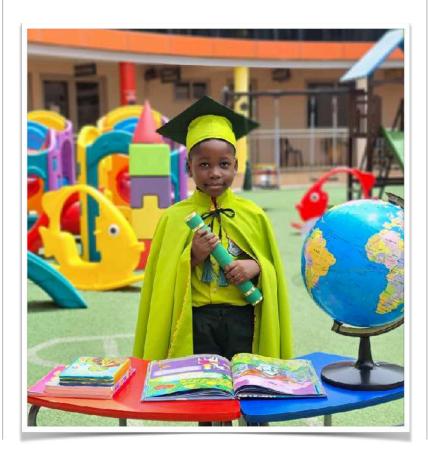
Semester reports will be published in early June. Parents will receive an email when they are available on ManageBac. An important reminder that access to reports is dependent on no outstanding school fees.

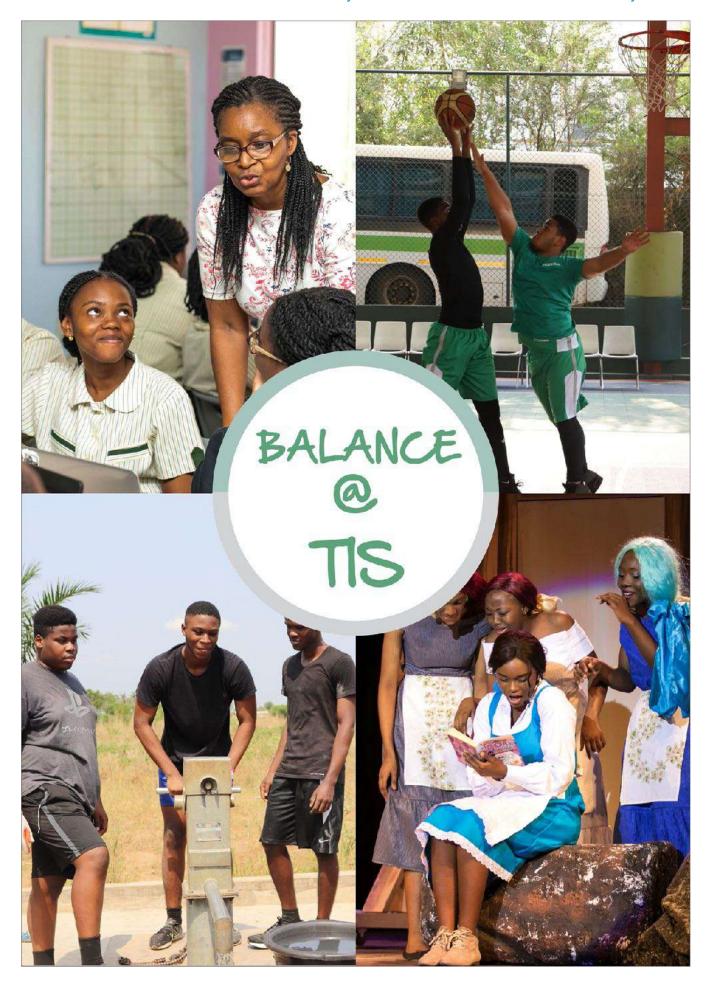
For our secondary school, all new students, our Newbies, will commence on Wednesday, 17 August. They should arrive around noon. Continuing students will return to campus on 21 August for the 2022/2023 academic year.

Our Primary School Campus classes will commence on 29 August.

I appreciate your support. Stay healthy.

Dr Ken Darvall (Principal)









TEMA INTERNATIONAL SCHOOL



Graduation & Achievers' Day Ceremony 2022

LOADING



28 May 2022 @ 10:00 am





LIVE STREAMING D Tema International School



TISGhana

TIS 2022/23 School Calendar

August 2022									
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COLOUR KEY

School Closed/ Holidays

Teacher in-Service Day (no school for students)

Main Campus Event

First and Last Day of School (Main Campus)

Primary Campus Event

First and Last Day of School (Primary Campus)

SAT Test

ACT Test

Vol.18, No. 39 5

Public Holidays

21/9/22	Kwame Nkrumah Memorial Day
2/12/22	Farmers' Day
9/1/23	Constitution Day
6/3/23	Independence Day
7/4/23	Good Friday
10/4/23	Easter Monday
24/4/23	Eid Al Fitr (TBC)
1/5/23	Labour Day

S1 Internal Dates: Main Campus		
1/8/22	2022 MYP Results Released; 2021 MYP Enquiries Upon Results Open	
1/8/22	Senior management staff resume	
8/8/22	Teachers resume; review of school policies	
15/8/22	Student Council executive return	
17/8/22	Newbies arrive	
21/8/22	Continuing students resume	
22/8/22	Secondary School classes commence; G9 Subject Selection	
27/8/22	SAT; TIS Junior Soccer Championships	
28/8/22	School Performance auditions	
3/9/22	Health Walk (6.00am);	
9/9/22	TIS Senior Soccer Championships	
10/9/22	ACT	
17/9/22	TIS Handball Championships	
21/9/22	Family Sporty Day	
23/9/22	G12 TOK Exhibition; PP Criterion B draft due	
24/9/22	TIS Volleyball Championships	
1/10/22	SAT	
3/10/22	TIS Founders' Day: Main Campus admissions open for 2023/2024	
7/10/22	Inter-Colour Language Comp;	
9/10/22	Founders' Day Thanksgiving Service (11.00am)	
14/10/22	Creative and Literary Performances Gala Evening	
15/10/22	PSAT	
17-21/10/22	Mid-semester break	
22/10/22	ACT	
25/10/22	G12 EE Cafe	
28/10/22	G9/G11 Changes to Subject Selections close; Intercolour Maths/Science Comp (7.00pm)	
31/10/22	PP Criterion C draft due	
12/11/22	Annual School Play	
14-18/11/22	G10 end of semester exams	
21-29/11/22	DP end of semester exams	
25/11/22	PP Criterion C completion	
27/11/22	TIS swimming championships (3.00 – 5.0pm)	
30/11-2/12/22	Dukies' Expedition	
3/12/22	SAT	
7/12/22	Christmas Lunch; PP Final Report due	
7/12/22-5/1/23	PP moderation (supervisors)	
8/12/22	General Inspection.	
9/12/22	Last day for first semester: Students may depart from 2.00pm.	
10/12/22	ACT	

<i>S</i> 2	
5-6/1/23	Staff training days (5: MYP; 6: DP)
5/1-20/1/23	PP Standardisation
9/1/23	Students return to hostels; applications for 2022 SC positions close
10/1/23	Second semester commences
10-15/1/23	Alumni Week
15/1/23	Alumni Thanksgiving Service
20/1/23	SC Manifest Readings
23/1/23	2023 Student Council elections by voting (7.00am-4.00pm)
25-27/1/23	IDU Days; G12 EE; G11 EE, 11/12 CAS Dukies Reflection Day
28/1/23	TIS Athletic Championships
29/1/23	Thanksgiving Service and Student Leadership Induction Ceremony
10/2/23	TIS Badminton Championships; TIS Junior Tennis Championships
11/2/23	TIS Science Fair
16/2/23	G11 TOK Exhibition
17-18/2/23	TIS Basketball Championships; TIS Senior Tennis Championships
18/2/23	Chocolate Friendship Day
20-24/2/23	MYP Mock eAssessments
20/2-2/3/23	DP Mocks
25/2/23	
4/3/23	General Inspection MYP Projects Exhibition (Personal & Community)
10/3/23	• /
10/3/23	TIS Squash Championships SAT (Digital)
	· · · · · · · · · · · · · · · · · · ·
14/3/23	Pi Day
25/3/23	Expression Day
26/3/23	Exam Candidates Service
30/3-2/4/23	Dukies' Expedition
3-14/4/23	Mid-semester break
15/4/23	ACT; PP Criterion A draft due
20-26/4/23	G11 FF C S
21/4/23	G11 EE Cafe
28/4-19/5/23	DP Final Exams
5/5/23	G9 (2023/2024) & G11 (2023/2024) subject selections commence;
6/5/23	SAT (Digital)
8 - 21/5/23	MYP eAssessments
9-18/5/23	G11 semester exams
30/5-2/6/23	Dukies' Expedition
2/6/23	Hostel Clean Up
3/6/23	2023 Graduation and Achievers' Day; Last day for Secondary Classes
4-7/6/23	Dukies Award Expedition
9/6/23	Last day for teachers; S2 reports published
10/6/23	ACT

Primary School Campus

Public Holidays

21/9/22	Kwame Nkrumah Memorial Day	
2/12/22	Farmers' Day	
9/1/23	Constitution Day	
6/3/23	Independence Day	
7/4/23	Good Friday	
10/4/23	Easter Monday	
24/4/23	Eid Al Fitr (TBC)	
1/5/23	Labour Day	

S1 Internal Dates (Primary School Campus)

S1 Internal Dates (Primary School Campus)		
8/8/22	Teachers resume	
29/8/22	First semester commences	
2/9/22	Meet the Teacher Info Sessions	
22/9/22	International Day of Sign Language	
26-30/9/22	Student-led interviews	
30/9/22	End of UOI #1 Celebrations	
3/10/22	TIS Holiday (TIS Founders' Day)	
14/10/22	Sports Festival/ Wellbeing Day	
17-21/10/22	Mid-semester break	
12/11/22	End of UOI #2 Celebrations	
18/11/22	Spelling Bee	
9/12/22	End of UOI #3 Celebrations; Last day for first semester	
<i>S</i> 2		
5-6/1/23	Staff training days	
10/1/23	Second semester commences	
17/2/23	End of UOI #4 Celebrations	
24/2/23	Mother Tongue Day	
24/3/23	End of UOI #5 Celebrations	
24/3/23	Additional Languages Day Activity	
1/4/23	Primary School Campus admissions open for 2022/2023	
3-14/4/23	Mid-semester break	
21/4/23	Book Day	
19/5/23	Environment Day	
2/6/23	PYP Exhibition (11.00am)	
2/6/23	End of UOI #6 Celebrations	
7/6/23	K3 and G6 Graduation	

End of semester

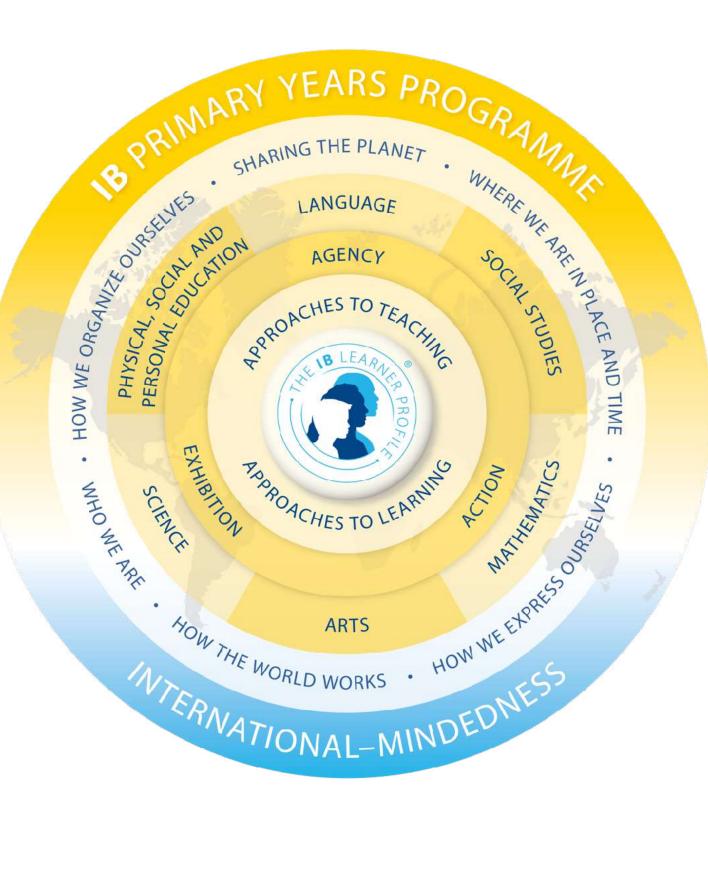
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7/6/23



TIS Primary is a unique school because: it is a family school; we have qualified teachers; I have good friends, we have great facilities; we are good communicators; and we are open-minded.

Amewusika Tay



TIS Primary School Exhibition 2022



The essence of the PYP Exhibition is to provide a platform where students will share their learning throughout the Primary Years Programme. With the depth of knowledge shared by our students, the exhibition was a great success. Students collaborated to create posters and models in order to share their knowledge on local and global issues in line with their passion and interests. This year, our focus was on ourselves as agents of change to save the Earth. Students were able to create awareness of responsible actions to take to protect the Earth. They also took action in their own ways, like reducing the use of plastic, conserving water, avoiding littering and many more.

We are confident that our students have acquired knowledge and developed skills throughout the exhibition and better still took authentic action They also exemplified attributes of the learner profile and gained a conceptual understanding of issues affecting the earth. Indeed, the exhibition provides an avenue for students to take charge of their learning.

During the exhibition, the students proved beyond all possible doubt that they had been fully prepared throughout their Primary Years Programme and are ready for the Middle Years Programme, and the world as a whole. They were fully supported by Grade 5 who worked collaboratively to ensure the success of the exhibition.

The theme for this year's exhibition was "Sharing the planet- Be the Change". It is obvious that we need a change in most aspects of our lives as global citizens and this exhibition offered learners diverse opportunities to identify problems arising in our environment and find solutions to them.



To grace the occasion, we were privileged to have the Deputy Director of the Environmental Protection Agency (EPA), Mr Kwabena Biritwun, who doubled as the Guest of Honour and Speaker. In his speech, he highlighted how we can all contribute to saving the Earth and EPA's efforts to combat climate change in Ghana.

He encouraged the students to take responsible action to help save the Earth. He was, however, impressed with the students' efforts to raise awareness of ways everyone can contribute to saving the Earth through their PYP Exhibition projects



Walkthrough the many exciting projects each team worked on and the experience they gathered from this learning milestone.



Kwaku Ayesi

Central idea:

When interracting with natural habitats, humans make choices that impact other living things.

27 May 2022

Reflections:

The exhibition has helped me gain more knowledge of animals and their homes. It has also helped me prepare for my next level of education.





Reflections

This exhibition was a journey. There were good and bad moments for me. The exhibition helped me build my A/T.L skills. I didn't know how important my A.T.L skills were until now.



Paa Kwesi Oppan Central idea:

How we use Earth's resources

Adrien Mate

Central idea:

Water is a vital resource for the world in which we live.



Reflections:

The exhibition has helped me gain more knowledge of animals and their homes. It has also helped me prepare for my next level of education.



Juanita Quarcopome

Central idea:

How humans use and dispose of materials has an impact on the natural environment.

Reflections:

The exhibition has been a great experience for me. I loved researching and inquiring into my topic. I also loved sharing and presenting to parents. At the end of it all, I loved to see my parents proud of me.





Reflection: This exhibition was very good. I learnt a lot of things and I worked well with my partner. I also learned some drawing skills from my partner. We made beautiful models and posters. I really loved this exhibition.

Cherry Guo

Central idea:

Living things depend on each other to survive.





Katie-Louise Assan Central idea:

Living things adapt to meet needs based on available resources in different environments.

Reflection:

This exhibition was very unique. I really enjoyed creating posters and the parents also enjoyed our presentations which made my partner and me happy. I especially liked the fact that parents learned a lot from this exhibition.



Emaan Ibrahim

Central idea:

A society's beliefs and values affect how we use our resources.

Reflection:

This exhibition was surely a journey. I found it as a way to learn how to collaborate with new people, set goals and achieve them and gain experiences. On the day of the presentation, I was able to spread awareness about saving mother nature and learned to speak louder. This is a nice way to end my learning in primary school.



Reflection:

Our exhibition was great! A lot of parents came to listen to Elikem and me present and congratulated us. This exhibition was fun.



Kwabena Osei

Central idea:

Sustaining earth's resources



Inamandla Jako

Central idea:

Animals are an important part of our lives and the lives of other living things.

Reflection:

The exhibition was fun. I co-operated with Ama to improve my ATL skills and learner profile skills. Now, I'm a better communicator and more principled.

Art Exhibition- Changing the World Through Visual Arts

The art exhibition was fantastic. Students from Kindergarten to Grade 6 displayed their artworks from the unit of inquiry. The parents enjoyed viewing and appreciating their children's artworks. The artworks displayed were not only aesthetically pleasing but, most importantly, used to enrich the unit of inquiry and also help solve real-life problems.











Below are the reflections from select members of the learning community who witnessed the exhibition.



This PYP exhibition has been exciting. I can see a lot of improvement and each project was well researched and learners have gained a wide scope of knowledge. Juanita's project got my attention because her waste segregation is practical, relevant and cost-effective. I would encourage the school to take up that initiative as it will be beneficial to the Ghanaian community. (Mr Ebenezer Borlabie, Parent)

This exhibition is amazing and outstanding because when I look at the age bracket of the learners and compare it to the content, knowledge, and skills they exhibited, they must be commended. I was impressed with how they connected the various disciplines such as maths, science and languages to explain the global issues and suggest some actions to curb them. They have made my day and I say well done to all of them.

(Mr Benjamin Darko, IB DP coordinator and parent)



The learners put up a great presentation. I observed that they understood the problems they were finding solutions to them. The way they presented themselves showed how diverse, flexible and inquisitive they learned and were not "boxed up" for this project. I will recommend the IB PYP programme to any parent who wants the child to develop a curious mind to learn.

(Mr Albert Amekugee, parent)







Primary School Campus
Admissions Open For 2022/2023 Academic Year

Flexible admission screenings and interviews



Entry Points in 2022

Preschool

Kinder 1 (3-4 years) Kinder 2 (4-5 years) Kinder 3 (5-6 years)

Junior Primary

Grade 1 (5.5 - 7years) Grade 2 (6.5 - 8 years) Grade 3 (7.5 – 9 years)

Senior Primary

Grade 4 (8.5 -10 years) Grade 5 (9.5 years-11 years) Grade 6 (10.5 - 12 years)

All admission applications will be online via Open Apply: https://tis.openapply.com

A social readiness screening will be required, as part of the admission process, along with a compulsory interview with parents.

TIS is an IB World School, authorised to offer PYP, MYP and DP.

To learn more scan this.



To enrol scan



13 EFFECTIVE STUDY STRATEGIES TO HELP STUDENTS LEARN

Strategies for Avoiding Distractions

- 1. Change your space (make it distraction-free).
- 2. Don't choose distraction (don't multitask).
- 3. Ask: Do you want social media or Enjoy it? (There is a difference between wanting to go on social media and actually enjoying being online may be significant to the student.)
- 4. Plan breaks (if constantly distracted you may need a break. Planned breaks are more effective than spontaneous ones.)
- 5. It's still school. (Parents can help students structure their mindsets to tune out distractions.)

Why We Procrastinate & How to Fight it

- 6. Start work in class (simply beginning the work makes headway against procrastination.)
- 7. Use a Planner and make it a habit. (When students don't plan or schedule, their work, they struggle. When planning, whatever time estimate you come up with, double it.)
- 8. Practise breaking down tasks. (Students need to learn how to break up large tasks into bite-size chunks.

How to Know When to Stop Studying

- 9. Feeling that you know something is not reliable. (When students assess whether they know a topic, they should consider whether they're only familiar with it.)
- 10. Studying until you know is not enough. (To protect themselves against forgetting, students should plan their studying so that it includes time to study even after mastering a self-test.)
- 11. Creating study materials is studying. (Making their own study guides or flashcards not only allows students to review their notes but ensures the materials they use are on topic and accurate.
- 12. 'Knowing' means being able to explain. (Knowledge means being able to explain it to oneself.)
- 13. Use in-class queries. (Quick tests that require students to produce knowledge allows them to check their understanding of a concept.)

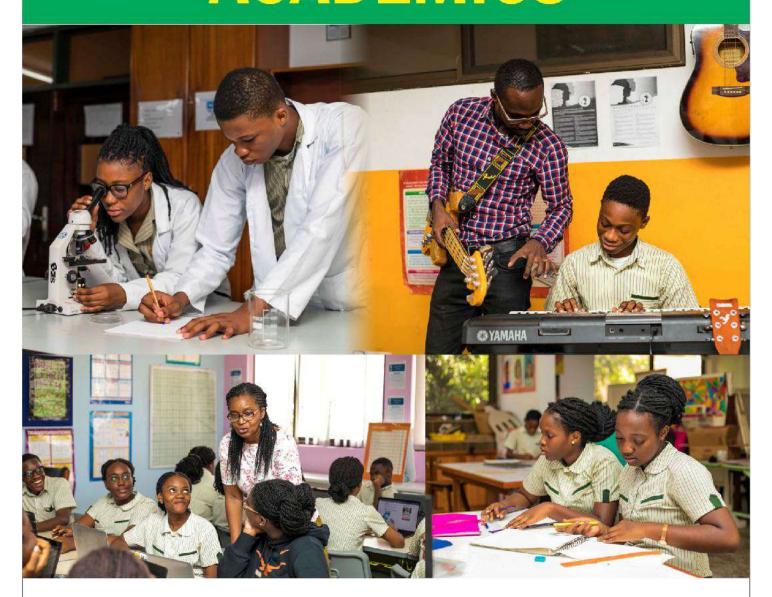
Source:

https://www.kqed.org/mindshift/57644/13-effective-study-strategies-to-help-students-learn?utm_medium=Email&utm_source=ExactTarget&utm_campaign=Mi...

Caroline Smith
13 Effective Study Strategies To Help Students Learn
5 April 2021. Mind/Shift



TEMA INTERNATIONAL SCHOOL ACADEMICS



At TIS, we believe that the academics, as one of the four pillars for student balance and ensuing success, provide a theoretical lens for inquiry, critical thinking and conceptual understanding, as well as the opportunity to demonstrate our knowledge and understanding across many areas of learning.



COUNSELLORS' CORNER



Thanks a million management and all staff, our cherished parents and students for making this semester a great one. The wealth of knowledge shared and in class teaching and learning experience is deeply appreciated. Thank you! Dankenshon! Akpe!





All DP2s should please start the **visa application process** as soon as possible to avoid delays and disappointments. Detailed information is already placed on Managebac. You can book a mock U.S. Visa interview session with the university guides.



DP2s, APPLYING TO UNVERSITY OF GHANA AND KNUST, KUMASI

This is a gentle reminder for those applying to UG and KNUST.

The UG applications are opened, application vouchers can be purchased at most banks such as ECOBANK and it can be completed online. Please check the earlier school bulletins for the application procedure.

Also ensure you upload your transcript and see your counselor to review the application before you submit it.

The KNUST application is still not opened yet.

Interested students should see their counsellors by close of week to pick up a certified copy of their transcript before going home.

The hard copy of the transcript has to be mailed to the school to complete the application.

APPLYING TO UNIVERSITY OF GHANA

How to apply:

- Ghanaian applicant
- International applicants and Ghanaians applying from abroad

1. GHANAIAN APPLICANTS

University of Ghana online application E-VOUCHERS can be obtained by Ghanaian applicants for GH¢200.00 at the following banks: Access Bank, Ecobank, Republic Bank, Agricultural Development Bank, Ghana Commercial Bank, Zenith Bank, Universal Merchant Bank, Consolidated Bank Ghana (CBG), Prudential Bank and Fidelity Bank.

The E-VOUCHERS can also be purchased through the USSD code *887*18# on all mobile telecommunication networks. Click here for more information on the USSD Payment

Ghanaian applicants in the following categories are expected to apply using the E-VOUCHER:

Click: https://admission.ug.edu.gh/applying/content/how-apply-ghanaian-applicants



20

MOST INTERNATIONAL UNIVERSITY IN THE WORLD

(Times Higher Education World University Rankings 2021)

ND
GLOBALLY
(QS World University
Rankings 2021)

6

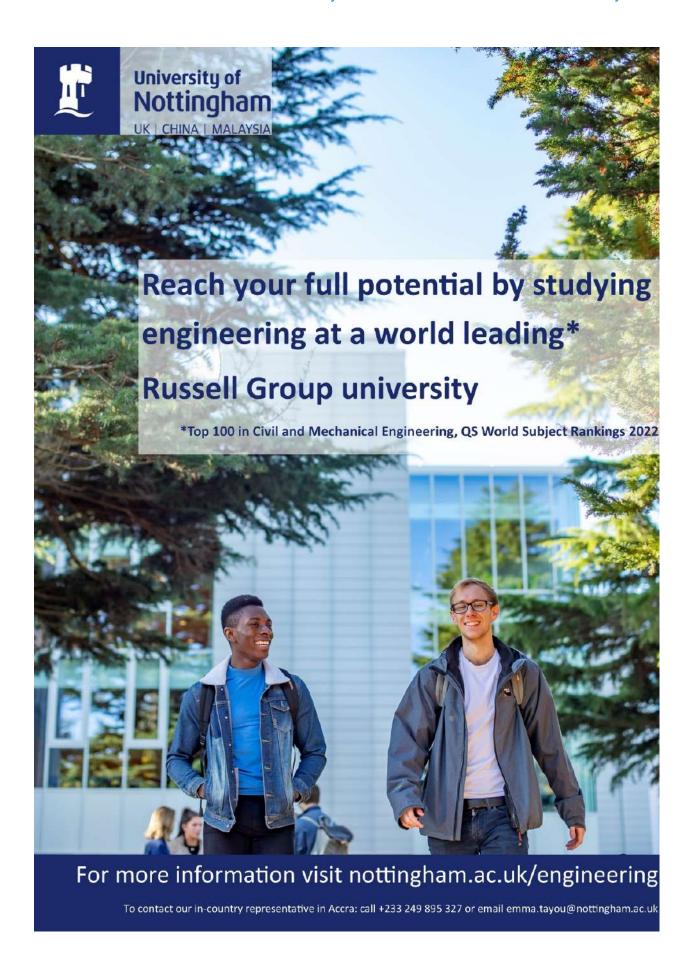
MOST TARGETED UNIVERSITY BY THE UK'S TOP 100 GRADUATE EMPLOYERS

(The Graduate Market in 2021, High Fliers Research Ltd.)



Find out more warwick.ac.uk/study

Contact Caroline Rushingwa, International Liaison Lead for Africa at Warwick: africa@warwick.ac.uk WARWICK







DATES AND INFORMATION



2022-2023 TEST DATES

THERE ARE NO MORE SAT TEST DATES FOR THIS HALF OF THE SCHOOL YEAR.

- ✓ DP1s don't wait until the eleventh hour to register. Register now to avoid any disappointments!
 - https://collegereadiness.collegeboard.org/sat/register/international
- ✓ <u>SAT Registration Fees (To complete registration online full payment with credit card only. Visit www.collegeboard.org)</u>



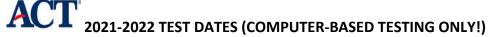
- ✓ SAT without essay \$98 Online payment only with visa/credit card.
- ✓ NEW; ACCEPTABLE IDs ARE NOW THE VALID UNEXPIRED PASSPORT IN ADDITION TO GHANA'S NATIONAL IDENTIFICATION CARD (GHANA CARD), AS OF AUGUST 2021 ONWARDS.

https://collegereadiness.collegeboard.org/sat/register/international/policies

• TENTATIVE REGISTRATION DATES FOR SAT AUGUST, OCTOBER, DECEMBER 2022

Upcoming SAT Dates

Test Date	Registration Deadline	Score Release
August 27, 2022	July 29, 2022	September 9, 2022
October 1, 2022	September 2, 2022	October 14, 2022
<u>December 3, 2022</u>	November 3, 2022	December 16, 2022



✓ ACT Registration Fees (Online payments only: Visit <u>www.actstudent.org</u>):

✓ ACT plus writing – TBD, without writing- U.S.\$171.50 (TIS Test Centre Code: 870390, but inform counsellor first).

*To complete registration, payment must be made online in full with a credit card. ACT April DEADLINE coming up. STEM students have an edge when they take the ACT.

27 May 2022

CURRENT & NEW TEST DATES FOR ACT 2021-2022. DONT MISS OUT ON ANY OF THE DATES

TEST DATE	REGISTRATION AND PAYMENT DEADLINE	GLOBAL DEADLINE
11 June 2022	29 April 2022	13 May 2022



WELL DONE TO ALL OUR AWESOME CLASS OF 2022 AND ALL OUR AMAZING STUDENTS WHO WILL BE RECEIVING VARIOUS AWARDS AT THIS YEAR'S ACHIEVERS' AND GRADUATION CEREMONY! THANK YOU FOR CONTRIBUTING POSITIVELY IN DIVERSE WAYS TO THE TIS COMMUNITY! KEEP SHINING!!! ©

Free University Preparation Tool from the Oxford Scholastica Academy

Oxford Scholastica have developed a free tool for students aged 15-18 who would like guidance on how to maximise their chances of getting into their top-choice university.

To access your free personalised Report, go to https://www.oxfordscholastica.com/report/ and fill in a short 5 minute questionnaire.

Your Report will include:

- Tailored book, podcast and video recommendations for you, based on your interests and academic level, to help you read around the curriculum
- Data to let you know where you stand compared with other applicants
- Advice and recommendations for how to improve your university application and set yourself up for success

The Report will give you the edge in your university applications, and it's completely free.

Here's the link: https://www.oxfordscholastica.com/report/

Error! Stephanie Lester

Oxford Scholastica Academy <u>www.oxfordscholastica.</u> com

Tema International School Partners with the Oxford Scholastica Academy

Tema International School is very pleased to announce it has become one of the first schools to become an Oxford Scholastica Partner School. Dr Darvall has arranged for the school to join a growing number of schools around the world.

Oxford Scholastica's mission is to inspire students to discover, explore and prepare for their futures at an earlier stage, giving them the edge to enable them to succeed, have purpose and make a difference, and they partner with leading schools who share those values.

As an Oxford Scholastica Partner School, Tema International School students get priority access to Oxford Scholastica's popular online:

- **Courses** offering a taste of university learning, stretching students beyond the curriculum and giving them the edge with their university applications
- Internships work experience with real organisations
- **Conferences** giving real-life insight into careers and courses such as Medicine, Business, Engineering etc.

Tema International School's commitment to providing an excellent and diverse education for all makes this partnership a natural fit, and Oxford Scholastica looks forward to welcoming Tema International School students.

Tema International School students are entitled to a **15% discount** on Oxford Scholastica's online programmes with the code TEMAINTERNATIONALSCHOOL-15 - please note, this is just for Tema International School students. There are also some bursaries available for students who meet certain criteria - please contact Dr Darvall for more information.

You can read more about the opportunities on offer on the Oxford Scholastica website at www.oxfordscholastica.com, or speak with Dr Darvall.





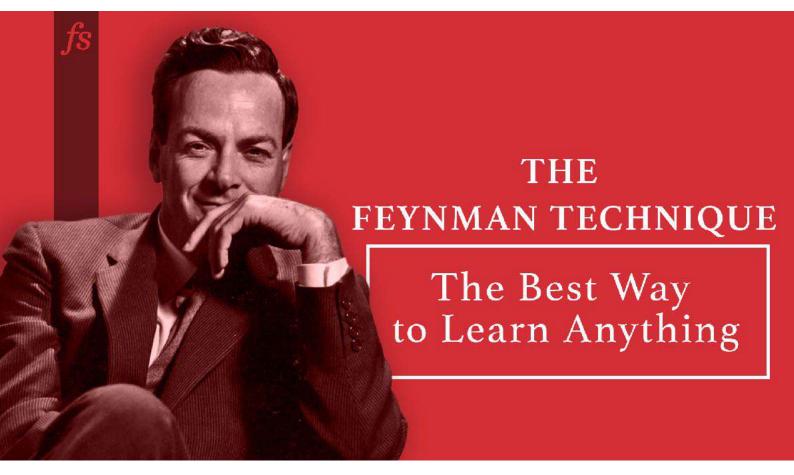
TEMA INTERNATIONAL SCHOOL

CULTURE



At TIS, we believe that culture as one of the four pillars for student balance and ensuing success, develops and enhances the creative, artistic and performing skills and talents in each student.









The Academic Research & Writing Principles

Turnitin has developed this checklist as a guide to support students in their academic research and writing process. Use the 12 suggested guiding principles to help you to produce high quality research and original writing, from the pre-reading stage to final submission.

1

Explore

a wide range of research. Research the topic thoroughly to develop your knowledge base, discover new ideas and strengthen your own line of argument. 2

Evaluate

the reliability of your sources. Take some time to evaluate all your sources, particularly if information has been accessed online. Consider who has created the information and why.

3

Organise

your research notes.
Note taking is a fundamental part of the research process.
Keep notes neatly organised and retain a copy of each source used.

4

Write

an original paper.

The best defence against plagiarism is original writing. Unless quoting directly from someone else's work, express all ideas in your own words.

5

Paraphrase

other people's ideas.

An essential academic skill, some find it helpful to note down key words and concepts before paraphrasing other people's ideas.

6

Differentiate

other's work from your own original insights

by referencing or paraphrasing. Avoid accidentally plagiarising someone else's work by using academic referencing. 7

Cite all of your sources.

A citation in your paper shows exactly what information has come from another source. Remember to cite all borrowed words or ideas, including those which came from one of your own previous papers!

8

Reference

all of your citations correctly. Depending on the referencing system used, this may end in a list of sources as a 'bibliography'. Most students are aware of referencing requirements surrounding books and journals, but we must also reference sources like YouTube videos, images.

diagrams and yourself!

9

Use

the relevant referencing system consistently throughout your assignment. Referencing can vary across module units or each course so check which system you should use and follow the relevant formatting guidelines.

10

Ask

your teacher or instructor for their feedback on

any drafts you have written in advance of the deadline. Writing multiple drafts and implementing the feedback you receive can help to make you a better writer.

11

Double check

your work including citations. Allow time to double check each of your citations before submission. This includes page numbers, publication dates, web links and authors' names.

12

Submit your final piece through Turnitin

Turnitin will check your work against other sources in the Turnitin database and use this information to generate an originality report.

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Research and Writing Principles_Infographic_UK_EN_0621

WHY PEOPLE GIVE UP



expect fast results



stop believing in themselves



get stuck in the past



dwell on mistakes



fear the future



resist change



give up their power



believe in their weaknesses



feel the world owes them something



fear failure more than desire success



never visualize what is possible



feel they have something to lose



overwork



assume their problems are unique



see failure as the signal to turn back



feel sorry for themselves

by Anna Vital

Email Etiquette

It always helps to be polite.



Write a brief description in the subject line.



Use a proper greeting like, "Hi Mr. Byrne" or "Dear Dr. Reese."
Use a closing like, "Thank you" or "Sincerely."



Use proper spelling and grammar. A squiggly line under a word means something isn't right.

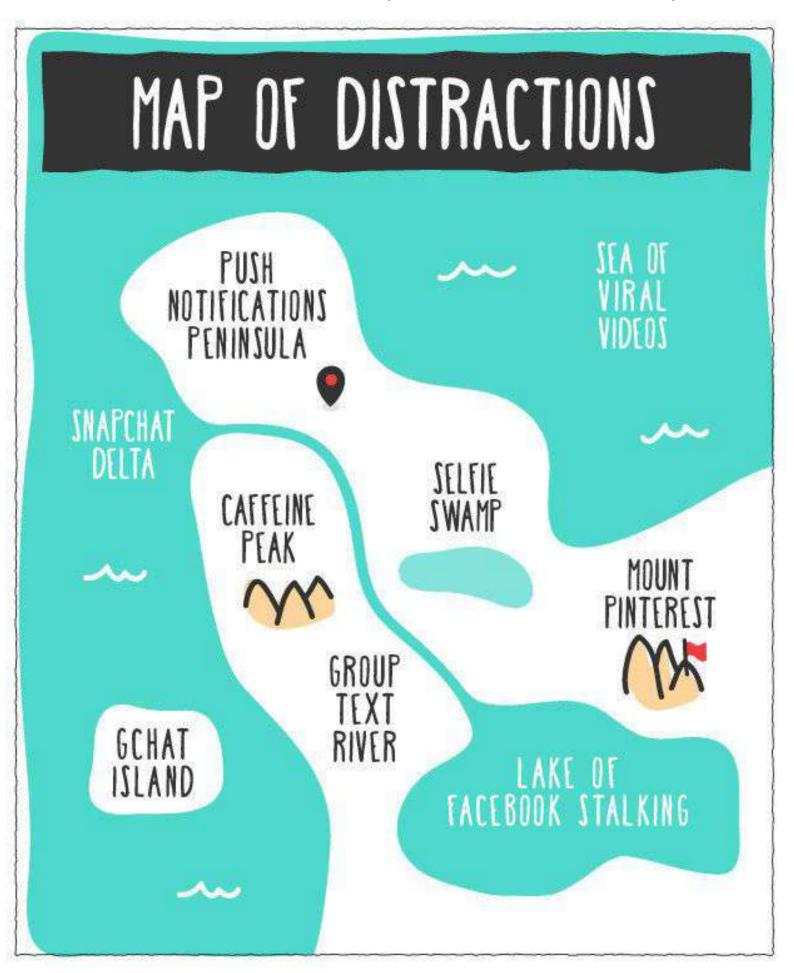


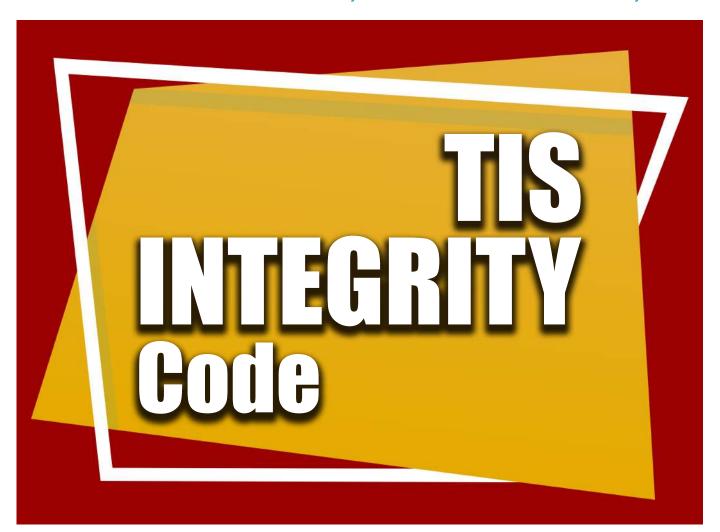
Before using "reply all" ask yourself if everyone needs to read your reply.



Be patient. Your teachers might not check their email on the weekends or late at night.

PracticalEdTech.com





"TIS, as a family school that provides unique experiences, embodies a spirit of integrity and respect for others which are central to the personal, academic and ethical development of each member.

As a TIS family member,

I promise to uphold and demonstrate its values, and protect the reputation of the school.

I make this pledge in the spirit of honour and trust."





