 <p>The Academy INTERNATIONAL SCHOOL EST. 1985</p>	Title PD-53 Academic Integrity	Area Educational	Validity September 2022 – September 2023
	Ratified by IBDP Team	Review date September 2023	Edition 10

'We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.'

IB learner profile

Statement of purpose

As an IBDP school we take on board the mission and philosophy of the IB Organisation, which holds as a basic requirement Academic Integrity and its five fundamentals – honesty, trust, fairness, respect and responsibility.

Our vision is to guide the students in the social and emotional aspects of learning and help them to develop into mindful, confident, and respectful citizens; morally and socially responsible citizens who are honest in all matters.


What is Academic Integrity?

The International Baccalaureate Organization (IBO) defines academic integrity as “a guiding principle in education and a choice to act in a responsible way whereby others can have trust in us as individuals. It is the foundation for ethical decision-making and behaviour in the production of legitimate, authentic and honest scholarly work” (2019, p.3).

Accordingly, academic integrity goes beyond students knowing the rules and consequences of academic misconduct at the school, and rather encompasses the broader ethical development of students as well as the ethical culture of the entire school community, and is built upon the five fundamentals of honesty, trust, fairness, respect and responsibility. Teachers, students, parents/guardians and administrators are expected to reinforce the principle of academic integrity in all school-related work. For teachers, administrators and students, academic integrity includes but is not limited to:

(The following list is developed from the IBO’s description of academic integrity as it appears in *Academic Integrity* (2019), p.3)

- Producing authentic and genuine individual and group work
- Making the source of one’s knowledge and understanding transparent by fully acknowledging all source material, including primary, secondary and tertiary sources (whether they are written, spoken, visual or audio texts)
- Properly and consistently citing one’s sources and providing a bibliography when needed according to an appropriate academic referencing system
- Using information technology and social media responsibly
- Observing and adhering to ethical and honest practice during examinations (for students: not taking unauthorized material into exams, not talking to other students or disrupting other students during exams; for teachers: properly monitoring students during exams, not allowing students unauthorized additional exam time, not providing unauthorized help during exams; for administrators: ensuring that IB rules and

 <p>The Academy INTERNATIONAL SCHOOL-EST. 1985</p>	Title PD-53 Academic Integrity	Area Educational	Validity September 2022 – September 2023
	Ratified by IBDP Team	Review date September 2023	Edition 10

regulations regarding examinations are met, providing a sufficient number of trained invigilators to oversee exams)

What is Academic Misconduct?


The International Baccalaureate Organization (IBO) defines academic misconduct as “behaviour that results in, or may result in, the student or any other student gaining an unfair advantage (or a behaviour that disadvantages other students) in one or more assessment components” (2016, p.12). It should be noted that academic misconduct includes both deliberate and unwitting behaviour. Not knowing what constitutes academic misconduct does not acquit one of its consequences and penalties.

According to the IBO’s General Regulations: Diploma Programme(2016), academic misconduct includes the following categories and definitions (p.12-13):

- a. Plagiarism: this is defined as the representation, intentionally or unintentionally, of the ideas, words or work of another person without proper, clear and explicit acknowledgment
- b. Collusion: this is defined as supporting academic misconduct by another candidate, for example, allowing one’s work to be copied or submitted for assessment by another
- c. Duplication of work: this is defined as the presentation of the same work for different assessment components and/or DP core requirements
- d. Misconduct during an IB examination (for example, taking unauthorized material into an examination, behaviour that disrupts the examination or distracts other candidates, or communicating with another candidate)
- e. Unethical behaviour such as the inclusion of inappropriate material in any assessment materials or the breach of ethical guidelines when conducting research
- f. Any other behaviour that gains an unfair advantage for a candidate or that affects the results of another candidate (for example, falsifying a CAS record, disclosure of information to and receipt of information from candidates about the content of an examination paper within 24 hours after a written examination via any form of communication/media).

Other examples of academic misconduct include:

- Copying the work of another candidate or allowing one’s work to be copied by another candidate
- Completing an assignment for another student
- Submitting the work done by another student, parent, friend or private tutor
- Not acknowledging sources, whether deliberately or unwittingly
- Falsifying data used in an assignment
- Falsifying CAS records and journals
- Falsifying lab data or work
- Stealing examination material and/or exam papers

 <p>The Academy INTERNATIONAL SCHOOL EST. 1985</p>	Title PD-53 Academic Integrity	Area Educational	Validity September 2022 – September 2023
	Ratified by IBDP Team	Review date September 2023	Edition 10

- Bringing unauthorized material into the examining room such as unauthorised software on a graphic calculator, smart phones, smart watches, laptops, tablets, wireless headphones, and other electronic devices
- Disrupting an examination or failing to comply with the rules set by the invigilator
- Impersonating another candidate

It is understood and agreed upon that the following constitutes good practice for the following individuals/groups:

For students:

During the year before starting the International Baccalaureate Diploma Programme (IBDP) students attend a presentation about the IBDP and what an IB education is. This includes information about the expectations of the course and the importance of academic integrity.

At the start of the course students attend a presentation which covers academic integrity and its links to the IB Learner Profile. The students are shown the importance of presenting their ideas while respecting the intellectual property of their sources.

On starting the programme, students and their parent/legal guardian receive a copy of The Academy School Academic Honesty Integrity policy to review and sign.


During the entirety of the course, students are fully supported and are therefore expected to properly reference material, check their own work via Turnitin and know the importance of conforming to the academic integrity guidelines and practices. Students are expected to attend all timetabled extended essay lessons each week in which they discuss academic integrity, research skills and referencing.

Students and staff will be familiar with the following documents and resources:

- Diploma Assessment Procedures (IBO 2022/23)
- Academic Integrity Policy (IBO 2019)
- Effective citing and referencing (IBO April 2022)
- Assessment principles and practices – Quality assessment in a digital age (IBO 2019 – updated in Nov 2021)
- IBO Academic Integrity Poster
- IBO Ten Top Tips for Acting with Academic Integrity poster
- IBO Support video for academic integrity in the IB

From Year 7 to Year 11 students at The Academy will be taught the importance of not copying and pasting information. They will work on strategies to read, rephrase, and acknowledge when the material they use in their research.

For teaching staff:

 <p>The Academy INTERNATIONAL SCHOOL EST. 1985</p>	Title PD-53 Academic Integrity	Area Educational	Validity September 2022 – September 2023
	Ratified by IBDP Team	Review date September 2023	Edition 10

Staff will attend meetings to discuss academic integrity; citing sources; collusion or collaboration; how to use the similarity index software (currently Turnitin) to detect plagiarism and what procedures to follow in the case of suspected malpractice.

Each staff member teaching IB candidates discuss how The Academy's Academic Integrity Policy impacts on his/her subject/course and clearly articulates this to their students.

The EE coordinator will introduce and explain the **Harvard** referencing style, which we have adopted at The Academy, to all staff and students, and continue to work closely with the Diploma students to support their development.

The coordinator will also work in collaboration with teachers and students to ensure that The Academy Academic Honesty Policy is followed.

Teaching staff should:

- support students in citing their work following the Harvard style.
- explain and give examples of how to cite sources.
- encourage students to think for themselves and develop original answers through the type of tasks set.
- be role models for the students in all aspects of academic integrity.

For parents

During the year prior to beginning the IB Diploma Programme there is a presentation for parents about the IB Diploma course and discussion of what an IB education is, including an explanation of academic integrity.

At the start of the programme, each parent/legal guardian receives a copy of The Academy Academic Integrity Policy, which they read and sign. Parents are advised to contact the subject teacher or DP Coordinator if they have any questions about The Academy Academic Integrity Policy. Parents/ guardians can support students by working with them to practice using the correct citing of all sources.


Support for the DP academic integrity from the school

Helpful hints and guidelines will be posted around the school in the form of IBO produced posters.

Teachers receive training and have regular meetings to ensure consistency in all subjects and to help teachers recognise and know how to deal with suspected cases of academic dishonesty.

The Academy uses software to check work for academic honesty. Students upload their assignments through the ManageBac integration of TURNITIN, which gives a percentage similarity index reading.

The Academy will make sure that the presentations for students, parents and staff provide advice, explanations and clear instruction on what academic integrity is and understand the reasons that may lead students to be academically dishonest in the first place.

 <p>The Academy INTERNATIONAL SCHOOL EST. 1985</p>	Title PD-53 Academic Integrity	Area Educational	Validity September 2022 – September 2023
	Ratified by IBDP Team	Review date September 2023	Edition 10

Sanctions for incidences of plagiarism, collusion, duplication or malpractice

Internal sanctions are those used by The Academy International School, and generally refer to assignments and class work (general homework and 'drafts') which do not count towards the award of the final IB Diploma.

External sanctions are those applied by the IB, and relate specifically to all pieces of work, usually 'final version' (internal assessments, final exams, TOK assessment, CAS folders, the EE...) which count towards the final IB Diploma.

However, there is some overlap to be expected between the application of these sanctions, so they should not be seen as acting in isolation from each other.

Internal Sanctions

Internal sanctions may be imposed by the school for incidences of malpractice relating to homework, class work, and internal exams which do not involve internally and externally assessed final pieces of official IB examination work, and will include:

- First offence of malpractice: The student is required to re-do the work and reminded of The Academy's academic honesty policy. Parents are notified by the teacher and the malpractice is noted in school records.
- Second offence of malpractice: The student is given zero for the work, parents are notified by the IB coordinator, and the student receives disciplinary consequences. This second malpractice offence is noted in school records.
- Third offence of malpractice: If a student is found guilty of a 3rd breach of academic honesty, they will receive no credit for the relevant course, and the student may be recommended for withdrawal.

External Sanctions

External sanctions are those assigned by the IB, or by the school, in compliance with IB regulations, and relate specifically to the perception that academic dishonesty has taken place in work which counts towards the award of the final Diploma.


Should such academic dishonesty be suspected in the first draft of an IA, the EE or the TOK essay, it is likely that the internal sanctions above will apply. However, if the suspected malpractice occurs at a later stage malpractice investigation will take place following the guidelines in the IBO Academic Integrity Policy 2019 and applying the sanctions as outlined in the penalty matrices.

Investigations take place when:

- An invigilator suspects malpractice in an exam
- A member of staff suspect material may not be the authentic work of a candidate
- IBO identify a possible student misconduct

(See IBO Appendix 2: Student academic misconduct 2.1 Investigation flowchart)

REVIEWING THE ACADEMIC INTEGRITY POLICY


 <p>The Academy INTERNATIONAL SCHOOL EST. 1985</p>	<p>Title PD-53 Academic Integrity</p>	<p>Area Educational</p>	<p>Validity September 2022 – September 2023</p>
	<p>Ratified by IBDP Team</p>	<p>Review date September 2023</p>	<p>Edition 10</p>

The school's Academic Integrity Policy should be reviewed annually by the IBDP team.

References

Academic Integrity Policy (IBO 2019)

General Regulations: Diploma Programme(2016)

 The Academy <small>INTERNATIONAL SCHOOL EST. 1985</small>	Title PD-53 Academic Integrity	Area Educational	Validity September 2022 – September 2023
	Ratified by IBDP Team	Review date September 2023	Edition 10

Declaration of Academic Honesty

I, _____, by signing this Declaration of Academic Integrity, hereby declare that all work submitted by me for assessment will be my own authentic work.

I also declare that I have read, understood and agree to abide by all of the terms in and of The Academy’s Academic Integrity Policy (updated 2022), Diploma Programme Assessment procedures (IBO 2022/23) and IBO Academic Integrity Policy (IBO 2019).

I understand that if, at any time, I am unclear as to the meaning and/or implication of any item in the policies, or am unclear as to what constitutes academic dishonesty; it is my responsibility to ask for clarification from either my teacher(s) or the IB Coordinator.

Furthermore, I fully understand that if I violate any terms of the Academy’s Academic Honesty Policy, I may face the consequences as set out in the IBO Academic Integrity Policy 2019.

Student's Signature

Date

Parent's/Legal Guardian's Printed Name

Parent's/Legal Guardian's Signature

Date