

Monnet International School – Academic Integrity Policy

The following document should be read in conjunction with *Academic Integrity* published by the International Baccalaureate (2019).

1. Outline

The IB 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.” (*Academic Integrity*, p.3)

Academic integrity is at the heart of the IB programme and has direct links to the IB learner profile. This policy outlines what is constituted as a breach of academic integrity by the IB and Monnet International School and what the consequences of breaching it are. This policy was developed in accordance with the *Academic Integrity* and the *General regulations: Diploma Programme*.

2. Definitions

Misconduct is any behaviour during assessment which results in (or may result in) one or more students gaining an unfair advantage. The IB states that misconduct includes the following:

- a. **Plagiarism**: representation, intentional or unintentional, of the ideas, words, or work of another person without proper, clear and explicit acknowledgement.
- b. **Collusion**: collaborative work on individual assignments.
- c. **Duplication of work**: presentation of the same work for different assessment components and/or IB diploma requirements.
- d. **Falsification of data** – intentional use of falsified data in research assignments.

e. **Submitting work commissioned, edited by, or obtained from a third party** (as in note 4 of *Academic Integrity*)

f. **Any other behaviour that gains an unfair advantage for a candidate or that affects the results of another candidate** (for example taking unauthorized material into an examination, misconduct during an examination, 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).

3. Student`s responsibilities:

Students are responsible for:

- having a full understanding of their school and the IB policies
- responding to acts of student academic misconduct and report them to their teachers and/or programme coordinators
- responding to acts of school maladministration and report them to their teachers and/or programme coordinators
- completing all assignments, tasks, examinations and quizzes in an honest manner and to the best of their abilities
- giving credit to used sources in all work submitted to the IB for assessment in written and oral materials and/or artistic products
- abstaining from receiving non-permitted assistance in the completion or editing of work, such as from friends, relatives, other students, private tutors, essay writing or copy-editing services, pre-written essay banks or file sharing websites
- abstaining from giving undue assistance to peers in the completion of their work
- showing a responsible use of the internet and associated social media platforms.

4. Teacher's responsibilities:

Teachers are responsible for:

- ensuring that students have a full understanding of the expectations and guidelines of all subjects
- ensuring that students understand what constitutes academic misconduct and its possible consequences
- planning a manageable workload so students can allocate time effectively to produce work according to IB's expectations
- giving feedback and ensuring students are not provided with multiple rounds of editing, which would be contrary to instructions described in the relevant subject guides
- ensuring that all student work is appropriately labelled and saved to avoid any error when submitting assessment to the IB
- developing a plan to cross-reference work across multiple groups of students when they are preparing to submit final pieces of work for assessment in order to prevent collusion
- responding to student academic misconduct and supporting the school's and IB's investigations
- responding to school maladministration and supporting the school's and IB's investigations.

5. Head of School and DP Coordinator's responsibilities:

The Head of School and DP Coordinator are responsible for:

- ensuring that all school and IB policies are applied fairly and consistently
- ensuring compliance with IB requirements concerning secure storage of confidential IB materials and the conduct of IB examinations

- ensuring that teachers, students and parents and legal guardians have a copy, read and understand the school's academic integrity policy and relevant IB regulations
- reporting suspected instances of student academic misconduct and school maladministration to the school administration and/or the IB
- supervising all activities related to the investigation of student academic misconduct and school maladministration cases according to the school and/or IB policy.

6. Misconduct in IB assessed work or during examinations

Teachers have a duty to inform their DP Coordinator of any suspected misconduct in assessed work for the IB DP, and the DP Coordinator must pass this information to the IB. Examiners and IB officials may also raise their suspicions. The subsequent investigation follows rules defined by the IB.

In most cases the DP Coordinator will compile a report based on statements from the candidate (student) and teacher. A senior examiner will judge the report and the final award committee will decide on the consequences. This may range from a zero mark for that component to a failure in that subject (which means no diploma can be granted). Full details can be found in the *Academic Integrity* publication.

7. Misconduct in school based assessment

The standards of IB Academic Integrity apply to pre-DP classes and DP students. The consequences of misconduct during coursework are:

- First offence: Grade 1 will be given. The student will be reminded of the School's Academic Integrity Policy. The teacher will notify the parents.
- Second offence: Grade 1 will be given. The student will get a warning from the Homeroom Tutor and the parents, DP Coordinator and Head of School will be notified by the teacher.
- Third offence: Grade 1 will be given. A reprimand from the Form teacher.

- For the fourth offence or for major offences: Grade 1 will be given. The student will get a warning from the Head of the school.
- For the fifth offence or the second major offence. Grade 1 will be given. The student will get a reprimand from the Head of School.
- For the sixth offence or the third major offence the student will be deleted from the Student list (expelled from school).

Major offences may include but are not restricted to:

- Producing any work that is disrespectful of personal, political and/or religious values, or work that contains offensive remarks about race, gender, or religion
- Plagiarising another person's work knowingly
- Falsifying or fabricating data in producing any work
- Submitting work obtained from a third party

8. Avoiding accidental plagiarism

Referencing is integral to all fields of academic study, as it shows the range of sources used to make an assessment of the relevance of the data. Students are encouraged to read widely and to use a range of resources to construct argument. Students are obliged to reference any ideas or words that are not their own. If a student paraphrases (rewrites ideas and/ or words of another person in their own words), they are still required to reference. If a student fails to properly reference a paraphrase, their work is deemed to be plagiarism.

Proper referencing styles are taught during the Academic Writing classes and revised during the Extended Essay writing process, as necessary.

9. Policy Review Process

This policy is a living document. It is an ongoing process that will be systematically reviewed, evaluated and modified as needed by the DP staff, coordinators and

administration. Subsequent revisions will be communicated to all staff, students and parents.

The following publications have been used in the construction of this document:

1. International Baccalaureate Organisation, Academic Integrity (Cardiff Peterson House, 2019)
2. International Baccalaureate Organisation, General regulations: Diploma Programme (Cardiff Peterson House, 2016, updated May 2019)

Updated in November 2019

Academic Integrity Contract

Each candidate is required to sign and understand the following contract in order to undertake the IB Programme at Monnet International. To sign the following contract, the candidate must have read and understood the Academic Integrity guidelines.

1. I have read and understood the Academic Integrity Policy.
2. I understand what is meant by plagiarism.
3. I understand what is meant by collusion.
4. I understand that allowing someone else to benefit from the use of my work, is a breach of the Academic Integrity Policy.
5. I understand the principles and importance of correct referencing.
6. I understand that attempting to seek unfair advantage over other candidates is a breach of the Academic Integrity Policy.
7. I understand that disclosing information or receiving information from candidates about the content of an examination paper within 24 hours after a written examination is a breach of the Academic Integrity Policy.
8. I understand what constitutes unauthorised materials and that I am not allowed to take unauthorised materials into examination rooms.

I _____ agree to follow the terms of the Academic Integrity Guidelines and understand the consequences of not doing so.

Signature _____

Date _____

Signature _____ of _____ Guardian _____

Date _____