

## **IB DIPLOMA ACADEMIC HONESTY POLICY**

International Baccalaureate Diploma Programme students at CPF Montana are encouraged to become independent and principled learners building a foundation for future learning.

[...] Teaching and learning in the DP must develop the positive behaviours that students will need to demonstrate clearly that they complete their work carefully, honestly and authentically.

In their academic work, DP students develop research skills and study habits that are needed to demonstrate academic honesty in more formal ways than would be appropriate to expect of younger learners. DP students investigate and evaluate the usefulness of a greater variety of resources, and incorporate and reference them within oral and written presentations of increasingly complex formats. This level of rigour can present a challenge to students who certainly know right from wrong, but who may not possess the organizational and self-management skills to demonstrate clearly that their work meets a formal standard of academic honesty. (Academic honesty in the IB educational context - August 2014)

Academic honesty is embedded in the Programme standards and practices (2014).

Standard C3 in all four programmes states:

4. Teaching and learning promotes the understanding and practice of academic honesty.

Standard B1 for the Middle Years Programme (MYP), Diploma Programme (DP) and IB Career-related Certificate (IBCC) schools includes the following requirement.

5. The school develops and implements policies and procedures that support the programme(s).

The school has developed and implements an academic honesty policy that is consistent with IB expectations.

In alignment with IB expectations and the school's values, academic honesty is a major learner profile attribute where learners strive to act with a strong sense of fairness, justice and respect towards the dignity of the individual, groups and communities. Endorsing the culture of academic honesty among all the school's community is a crucial requirement for a successful educational journey.

Through values and skills promoting personal integrity and good practice in teaching, learning and assessment, and in the aim of raising the level of consciousness of the importance of academic honesty, IB DP members take responsibility for their own actions and their consequences. Thus, academic honesty is expected from all members of the school community; students, teachers, administration and parents who have well defined roles and must adhere to guidelines on academic honesty and always acknowledge others' intellectual property.

### ❖ **Students' role**

Students should be aware of and take full responsibility for their academic work.

Students should also:

- avoid unethical practices: plagiarism, collusion, duplication of work, cheating
- gather a suitably-referenced bibliography
- acknowledge the original authorship and ownership of creative ideas and materials
- cite sources properly through established citation systems (MLA citation style - Modern Language Association)
- apply a scientific approach
- individual work should be submitted showing what they have learned
- respect deadlines

### ❖ **Role of the School Librarian**

“The librarian’s voice should be heard, as much as any teacher’s” (May 25, 2017 in Professional Development, resources, Thought Leadership)

“Being the vibrant heart of the school” the major aim of the librarian is to enhance the learning experience of the student by providing a variety of supports to encourage the reading and enhance research skills among students.

The librarian plays a major role as point of reference in academic research, and students are invited to seek his/her support when wondering about unethical misconduct.

### ❖ **Teachers' role**

Teachers have the role of ensuring that every student understands academic honesty and the consequences if he/she engages in academic misconduct. In that purpose, teachers are expected to:

- reinforce academic honesty and clarify what academic misconduct is
- model good practices of academic honesty
- promote ethical research skills
- use plagiarism detection tools (Software: Turnitin)
- confirm that each candidate’s work is authentic
- be strict when evaluating the student’s work taking into consideration his capacities and level
- Report cases of academic misconduct to DPC

### ❖ **Parents' role**

Honesty is a skill taught at a very early age and should be instilled in children not only in school but also at home, in all their daily life activities. Parents should be fully aware and familiar with CPF Montana's academic honesty guidelines as well as the consequences of a breach. Parents are required to be collaborative and help reinforce CPF Montana's values in order to bring up righteous learners and citizens, in alignment with the IB philosophy and CPF Montana's mission statement:

- Cooperate with the school in case of malpractice
- Emphasise the importance of time management to avoid resorting to unethical practices when reaching deadlines
- Encourage them to ask their teachers and librarian for advice if they are having difficulty with their work.

### ❖ **Diploma Programme Coordinator's role**

Aiming at avoiding any consequences, and to promote the development of conceptual understanding, the DPC holds meetings with all Diploma Programme teachers and students to discuss the importance of academic honesty and the consequences of malpractice, whether it arises from plagiarism, duplication of work, collusion, or cheating. The DPC is expected to aid parents to better understand Academic Honesty and guide them in order to clarify the role they should play in their child's educational honesty path. The DPC will inform the parents of any academic misconduct when it arises.

### ❖ **Academic misconduct: Types of malpractice and definition**

According to the IBO, academic misconduct is a behaviour that results in a candidate gaining an unfair advantage in one or more assessment components. Academic misconduct is a breach of regulations as defined in Article 27 of the "General regulations: Diploma Programme" document:

The IB Organization defines malpractice as behaviour that results in, or may result in, the candidate or any other candidate gaining an unfair advantage in one or more assessment components. Malpractice includes the following:

- a. Plagiarism: this is defined as the representation of the ideas or work of another person as the candidate's own. This behaviour, intentionally or unwittingly done, without proper and explicit acknowledgment of the original author is a clear violation of this policy. Understanding the different forms of plagiarism will help students avoid them:

- Direct Plagiarism: Word-for-word borrowing from an unacknowledged source whether intentional or not.
- Self Plagiarism: Submitting the previous work, mixing parts of previous work or submitting the same pieces of work for assignments in different classes without permission from all professors involved
- Mosaic Plagiarism : Reusing a mix of words, phrases or ideas, without indicating which words or ideas have been borrowed or without properly citing the source (Examples of Plagiarism,2018)

b. Collusion: This is defined as supporting malpractice by another candidate, as in allowing one's work to be copied or submitted for assessment by another. It is *“The act of collaborating with someone else on an assessment exercise which is intended to be wholly your own work, or the act of assisting someone else to commit plagiarism”* (Maguire, 2003).

Collusion is considered as a malpractice in several cases:

- writing an essay structure with another student for work that is submitted individually
- asking another student to edit your work
- rewriting a friend's conclusion, or any other missing part of the work, for them so that they can submit it on time
- showing another student your essay before the assignment is due (How to avoid collusion, 2003)

c. Duplication of work: this is defined as the presentation of the same work for different assessment components and/or IB diploma requirements.

d. Any other behaviour that gains an unfair advantage for a candidate or that affects the results of another candidate (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).

e- 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 other candidates)

f- unethical behaviour such as the inclusion of inappropriate material in any assessment materials or the breach of ethical guidelines when conducting research

(ibo.org)

❖ **Academic misconduct: measures**

The DPC should be immediately notified about any incident.

Type of malpractice	Assignment	Frequency or recurrence	Corrective Measures
Plagiarism Collusion	Graded homework Research Class Presentation	1 <sup>st</sup> Time	<ul style="list-style-type: none"> <li>- Work must be repeated</li> <li>- Teacher provides guidance</li> <li>- Grading penalties will be applied (up to 50% of the final submitted work)</li> </ul>
		2 <sup>nd</sup> Time	<ul style="list-style-type: none"> <li>- Work will be graded 0</li> </ul>
		3 <sup>rd</sup> Time	<ul style="list-style-type: none"> <li>- Work will be graded 0 and case will be referred to the Ethics Committee*</li> </ul>
Plagiarism Collusion Cheating	<ul style="list-style-type: none"> <li>- Formative</li> <li>- Summative</li> <li>- IB Internal Assessments</li> </ul>	1 <sup>st</sup> time	<ul style="list-style-type: none"> <li>- Assessment will be graded 0</li> </ul>
		2 <sup>nd</sup> Time	<ul style="list-style-type: none"> <li>- Assessment will be graded 0 and case will be referred to the Ethics Committee</li> </ul>
Plagiarism Collusion Cheating	IB External Assessments	1 <sup>st</sup> Time	<ul style="list-style-type: none"> <li>- Disqualification</li> <li>- Case Reported to IBO</li> </ul>
Duplication of work	Graded homework Research Class Presentation	1 <sup>st</sup> Time	<ul style="list-style-type: none"> <li>- Both works will be graded 0, a new work should be prepared by both parties</li> </ul>

		2 <sup>nd</sup> Time	- Work will be graded 0 and case will be referred to the Ethics Committee
Duplication of work	Internal Assessment	1 <sup>st</sup> Time	- Work will be graded 0
Duplication of work	External Assessment	1 <sup>st</sup> Time	- Disqualification - Case Reported to IBO
Unauthorized material <i>(In reference to the Assessment Policy)</i>	Formative Summative Internal Assessment External Assessment	1 <sup>st</sup> Time	- Assessment will be graded 0 - Case will be referred to the Ethics Committee
Any other unethical inclusion	All types of work	1 <sup>st</sup> Time	- Case will be referred to the Ethics Committee for evaluation and measurements

\* **The Ethics Committee**

- **Members:** General Director, Director of English Section, IB DP Coordinator.
- **Measures:** The parents of the student will be notified by the DPC. The concerned student will spend a period with the librarian to review exactly what he/she did wrong and how to correct it and avoid it. The concerned student will be suspended on campus. The extend of the suspension and the assigned work to be submitted is to be specified by the Ethics Committee based on the evaluation of the gravity of the breach. The submitted work will be graded by the concerned teacher and a passing grade is required to end the suspension period.

***This policy was written in May 2019 in reference to the following documents:***

- *Academic honesty in the IB educational context*
- *<http://blogs.ibo.org/blog/2018/03/27/11/11-tips-for-teachers-to-faster-academic-honesty/>*
- *General regulations: Diploma Programme - March 2011*
- *Programme Standards and Practices - January 2014*
- *Professional Development, resources, Thought Leadership -May 25, 2017*
- *<https://www.bowdoin.edu/dean-of-students/judicial-board/academic-honesty-and-plagiarism/examples.html>*
- *<https://www.york.ac.uk/students/studying/develop-your-skills/study-skills/study/integrity/collusion/>*

*This Academic Honesty Policy is embedded in the Internal Rules and Regulations of the Middle and Secondary school classes in CPF Montana.*

***Committee members:*** *Mona Assaf (Head of School Life) - Rania Stephan (School Counselor - CAS Coordinator) - Maher Btaiche (ToK Teacher) - Lara Chamoun (Former Diploma Programme Coordinator)*

**Policy Reviews:**

- *June 2019: Mr. Anis Nassif (President of PPFL), Manal Sammak (Director of English Section), Lara Chamoun (Former Diploma Programme Coordinator) – Anjel Lublubjian (IB Diploma Programme Coordinator),*
- *September 2019: Mr. Anis Nassif (President of PPFL), Mr. Bruno Jacquier (General Director), Manal Sammak (Director of English Section), Anjel Lublubjian (IB Diploma Programme Coordinator), English Section Teachers*

**Next Review:** *May 2020*