

GET SET FOR LIFE



HVB GLOBAL ACADEMY

HVB GLOBAL ACADEMY, IBDP (SCHOOL CODE: 004810-4810)

ACADEMIC HONESTY POLICY 2015

B1.5e



Contents based on:

Academic honesty in the IB educational context

(<http://www.ibo.org/globalassets/digital-toolkit/brochures/academic-honesty-ib-en.pdf>)

What is an IB education?

(<http://www.ibo.org/globalassets/digital-toolkit/brochures/what-is-an-ib-education-en.pdf>)

Rules for IB World Schools: Diploma Programme

(<http://www.ibo.org/globalassets/publications/become-an-ib-school/rules-for-ib-world-schools-dp-en.pdf>)

The International Baccalaureate's Mission Statement

The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

HVBGA Vision, Mission & Motto

Vision: To create lifelong success stories.

Mission: To offer a meaningful, globally-connected and comprehensive educational programme to its students regardless of personal circumstance, so as to empower them to explore and develop their natural curiosity and creativity.

Motto: Nurturing imagination; inspiring excellence.

HVBGA mission statement encourages all students to act in a responsible manner. It is of vital importance for a student to acknowledge and appropriately credit the owners of information when that information is used in a student's work. To have an authentic piece of work, a student must base the work on their original ideas with the work of others fully acknowledged. Therefore, all assignments whether they are written or oral must use your own language and expression. Where sources are used or referred to, whether in the form of direct quotation or paraphrase, such sources must be appropriately acknowledged.

Good practices of academic honesty are introduced, taught, modelled and used throughout the School. If a student is unsure of the expectations outlined below, she/he should ask a teacher for advice.

Academic Honesty Policy at HVBGA requires all IB Diploma students and parents to:

- ✓ understand the basic meaning and significance of academic honesty
- ✓ understand and obey the rules relating to proper conduct of examinations
- ✓ understand the difference between collaboration and collusion, and that it is unacceptable to present work arrived at through a process of collusion

*Principle is applicable to all assignments set and completed in school or at home, ranging from homework to formal assessments required by the IB.

Academic honesty/integrity and the IB learner profile

• IB learners strive to be “principled” (IB learner profile -revised version August 2013):
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.

Malpractice vs. Academic misconduct

MALPRACTICE

• 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.

ACADEMIC MISCONDUCT

• The IB organization defines academic misconduct as behaviour (whether deliberate or inadvertent) that results in, or may result in, the candidate or any other candidate gaining an unfair advantage in one or more components of assessment.

PLAGIARISM

this is defined as the representation, intentionally or unwittingly, of the ideas, words or work of another person without proper, clear and explicit acknowledgment.

COLLUSION:

this is defined as supported malpractice by another candidate, as in allowing one's work to be copied or submitted for assessment by another.

DUPLICATION OF WORK:

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

Breaches to IB regulations

- Plagiarism
- Collusion
- Taking unauthorized material into an examination room
- Stealing examination materials
- Disruptive behaviour during examination
- Disclosure of information about the content of an examination paper within 24 hours after a written examination

How are students at HVBGA guided?

Promoting academic honesty at HVBGA – essentials

- HVBGA Policy on Academic Honesty 2015 is available for access to whole school community and all stakeholders. The definitions and parameters therein are regularly discussed with all stakeholders for clarity and consensus.
- Students at HVBGA are a mixed cohort from various state boards and some from the international curriculum. The school considers its primary duty to take time to explain to our students the requirements with ref to the code of conduct for academic honesty. The students and parents are oriented at the briefing sessions during the initial weeks of joining/beginning the IBDP. Teachers individually orient the students in their classrooms and as a routine use the TURNIT IN software to monitor all student submissions. Students are explained in details issues like 'Why to cite?', 'What to cite?' and 'How to cite?'. The school follows the MLA citation.
- Each subject teachers submits their calendar of IA and assignments to the DPC. This calendar is shared with the students. This assures that the students are well prepared to meet the rigours of the IB curriculum and are accordingly able to plan their study requirements to ensure that tasks are undertaken and completed in a timely fashion.
- Weekly meetings ensure that our teachers are plugged-in and responsive to the expectations of the IBO regarding Academic Honesty and other co-related requirements in Philosophy and Curriculum Planning. Collaborative meetings help staff to understand and find common grounds for sound IB principles and practices.
- Regular briefing with students and parents is top priority to clearly convey the stand that the school takes with reference to academic honesty. Parents are our prime support group and the school clearly understands and appreciates their support and confidence in dealing with preventive and/or punitive steps that need to be taken for academic honesty inculcation and/or breach of it. Declaration documents for Extended Essay, Theory of Knowledge and use of

TURNIT IN seek parental understanding and endorsement of academic honesty principles and onus.

- Parents and students are motivated to develop the philosophy upholding the IB Learner Profile and the Approaches to Teaching and Learning, which are an integral part of the academic honesty requirements at HVBGA. Parents are cautioned about cases of academic misconduct and also familiar and confident about the steps the school takes to check it at grassroots level.
- The role and key responsibilities of the DPC are clearly defined with ref to the upkeep of academic honesty principles and practices at HVBGA. The DPC along with the pedagogical leadership team establish a whole school academic honesty policy. The DPC provides teachers with effective training opportunities to understand the curriculum and framework habits and deadlines for students that are realistic and achievable. The DPC ensures that the teachers and students adhere to the school's academic honesty policy and shares with the parents/guardians the aims of the academic honesty policy. The DPC ensures that everybody understands academic honesty and consequences for IB students if they engage in academic misconduct. The DPC also provides all rules and regulations to the students, parents and guardians about the conduct of the IB examinations and the expectations therein. These sessions may take diverse forms like brief orientations, workshop-modules, interaction-sessions like Q and A.
- The role and key responsibilities of the teachers are clearly defined with ref to the upkeep of academic honesty principles and practices at HVBGA. The concerned subject teachers must set clear expectations for assignments and provide guidance to candidates on how to correctly cite the sources they have consulted. The teachers must discuss the benefits of submitting assignments that are correctly referenced and devote time to teach and practice these skills – making them “second nature” in their classrooms for their students.
- The teacher is a role model and makes sure that all shared materials (handouts, presentations etc.) are correctly referenced. The optimum check that stands the test of time and teaching is the skill to design assignments that do not lend themselves to academic misconduct. Teaching strategies and assessment requirements must put emphasis on authentic tasks where

guidance is available to the students on how to develop academic writing and study skills.

- The role of the Librarian is crucial to maintaining and promoting academic honesty at HVBGA. The Librarian has an overview on the curriculum and its delivery and is a part of the team that compiles and reviews the school academic honesty policy. The Librarian conducts workshops on information literacy as an essential part of the whole school development. The librarian also ensures that all teachers and students are aware of effective citing and referencing.
- Assessments and their nature at the IBDP level are very different than what most students who come from state boards are familiar with. It is often noticed, observed and linked that those students who are explained with clarity the requirements of the IB system of education philosophy and are gently hand-held by the teachers who provide in-class scaffolding are more likely to develop positive attitudes to self work, originality and discipline.
- Assessment design by the teachers is the key to ensure academic honesty among students and at HVBGA teachers are counseled by the DPC and the HODs to design assignments where students have to refer to the world around them, original scenarios or recent events. Teachers have to create relevant stages in their assignments and tasks where students are to document their research in several steps of understanding and learning to cut out naturally any form of doubt whether the student has completed the task without first self-understanding. Tasks given by teachers require that the students provide evidence of research process, such as an annotated bibliography. This ensures that students regularly use the school library facilities and other online libraries of which the school/student has membership.
- HVBGA firmly supports the above good practices at school and believes in the integrity and honesty of the observation that the majority of students do not intend to plagiarize. The student is responsible for ensuring that all work submitted for assessment is authentic, with the work or ideas of others fully and correctly acknowledged. The student must read, understand and use effectively the IB document 'Effective Citing and referencing'

<http://www.ibo.org/globalassets/digital-toolkit/brochures/effective-citing-and-referencing-en.pdf>). The student should abide by the IB and school regulations, and the IB and HVBGA Academic Honesty Policy 2015.

The principles and practices of academic honesty are not only a study skill confined to the completion of the IB Diploma Programme but indeed a life-skill for our students throughout higher education and beyond. The adequate emphasis on the development of the learner profile within our classrooms combined with a continual emphasis on a skill based approach to teaching and learning definitely stands advantage in ensuring that academic honesty principles are valued, taught, followed and lived in our day to day teaching and learning at HVBGA.

Appendix:

- 1. Applicable Procedure In Cases Of Violation Of Academic Honesty At HVBGA**
- 2. IBDP Legal Guardians & Candidate Declaration of Compliance with IB and HVBGA Academic Honesty Regulations**
- 3. Letter Of Notification: Malpractice**

Appendix 1: Applicable Procedure In Cases Of Violation Of Academic Honesty At HVBGA

Suspected plagiarism case is reported to the IB programme coordinator, who reports it to the Academic Honesty Committee and Head of School.

Student(s) who is found to be in violation is subject to academic and/or administrative disciplinary actions (according to the committee decision)

- First violation: no grade is awarded for the piece of work submitted (assignment, lab report, project, essay and any form of assessment).

*Note: The piece of work must be redone and resubmitted.

- Second violation: the coordinator informs the IB that the work submitted is not authentic and then the IB will initiate an investigation.

All IB students/parents and faculty must sign 'Declaration of Compliance with the IB Regulations and Academic Honesty'.

Appendix 2: IBDP Legal Guardians & Candidate Declaration of Compliance with IB and HVBGA Academic Honesty Regulations

Dear Students and Parents,

The Diploma Programme provides a challenging, internationally focused, broad and balanced educational experience for students aged 16 to 19. Students are required to study six subjects and a curriculum core concurrently over two years. The programme is designed to equip students with the basic academic skills needed for university study, further education and their chosen profession as well as developing the values and life skills needed to live a fulfilled and purposeful life. (IB, 2014. IB Publications: <http://www.ibo.org/programmes/profile/>)

The driving force behind the Diploma Programme is a philosophy about the nature of education, which is expressed in the IB's mission statement, in the IB learner profile and in the fundamental principles on which the curriculum is based and which continue to inspire its development.

(The Diploma Programme: From principles into practice-2009)

In our highly interconnected and rapidly changing world, IB programmes aim to develop international mindedness in global context. The terms in "International" and "Global" describe that the world from different points of view-one from the perspective of its constituent parts (nation states and their relationships with each other) and one from the perspective of the planet as a whole.

(What is an IB Education? - August 2013 - <http://www.ibo.org/globalassets/digital-toolkit/brochures/what-is-an-ib-education-en.pdf>)

As an IB World School, it is our obligation to provide our students the best quality of education. To implement the IB Diploma Programme, it is essential to be aware and informed about all Diploma Programme requirements and regulations.

According to the Rules for IB World Schools: Diploma Programme, all legal guardians/parents and students must read the document 'General regulations-Diploma Programme'.

(<http://www.ibo.org/globalassets/publications/become-an-ib-school/rules-for-ib-world-schools-dp-en.pdf>)

Please note that if the declaration form is not signed and returned, the candidate's registration for the IB Diploma Programme will not be validated.

You are kindly requested to read the documents:

- General regulations: Diploma Programme
(<http://www.ibo.org/globalassets/publications/become-an-ib-school/dp-general-regulations-en.pdf>)
- Academic honesty in the IB educational context
(<http://www.ibo.org/globalassets/digital-toolkit/brochures/academic-honesty-ib-en.pdf>)
- HVBGA Academic Honesty Policy 2015

Complete the declaration form, sign and return to the IBDP coordinator

I certify that ALL the following are true:

I have received, read, and understood the documents listed above and I am aware of my role and responsibility as a student/parent at HVB Global Academy (school code: 004810-4810).

I agree to all the conditions and consequences in the above-mentioned documents and I am aware that non-compliance can jeopardize my enrolment/my ward's enrolment in the IB Diploma Programme at HVBGA.

- Candidate name:
- Signature:
- Parent Name:
- Parent Signature:
- Legal Guardian Name:
- Legal Guardian Signature:
- Date:

I acknowledge that the legal guardian and candidate have signed the declaration form.

- IB Coordinator Signature:
- Date:

Appendix 3: Letter Of Notification: Malpractice

Dear Parent/Legal Guardian,

This letter is to inform you that “Malpractice” has been found in your son/daughter work submitted for _____ Subject.

The details of the Malpractice are outlined below:

The candidate is ultimately responsible for ensuring that all work submitted for assessment is authentic, with the work or ideas of others fully and correctly acknowledged. Candidates are expected to comply with all internal school deadlines; this is for their own benefit and may allow time for revising work that is of doubtful authorship before the submission of the final version. (Academic Honesty-International Baccalaureate; Section 3.4)

The student is responsible for ensuring that all work submitted for assessment is authentic, with the work or ideas of others fully and correctly acknowledged. The student should abide by the IB and school regulations, and the IB and school academic honesty policy (HVBGA Academic Honesty Policy 2015)

HVBGA Academic Honesty Committee when determining whether or not plagiarism was done intentionally in order to gain an unfair advantage will consider your response.

Parent/legal guardian response:

Academic Honesty Committee Decision:

Approved by:

Academic Honesty Committee members:

IB Coordinator:

Head of School:

Date: