

Academic Honesty Policy

NPS International aims to ensure that all students have equal opportunities to demonstrate the knowledge and skills acquired during the two years of the Diploma programme. The Academic Honesty Policy is informed by the IB Learner profile and aims to promote integrity and develop in the students the attribute of being principled. The school expects and ensures that all Diploma students will “demonstrate academic honesty and avoid any form of academic misconduct”[1]. The following practices are observed by the school to ensure that all stakeholders understand the meaning of Academic Honesty:

- Parents/Guardians are informed during all Orientation sessions about the meaning of Academic Honesty and its importance.
- Parents/Guardians are informed about their role in helping their son/daughter to schedule and complete assignments on time, encourage their son/daughter to do their own work rather than doing it for them.
- Parents are encouraged to communicate with school regularly to establish a sound understanding of the Diploma Programme requirements and expectations.
- Students and parents are reminded regularly about the consequences of academic misconduct.
- All students are also be guided by teachers in the individual disciplines regarding the nature of malpractice in that area.
- Clear guidance on the nature of academic misconduct and malpractice, the consequences of academic misconduct and malpractice, and the role and duties of the teachers and students is made available to the stakeholders in ‘A Teacher’s Guide to Academic Honesty’ and ‘A Student’s Guide to Academic Honesty’. [see Annexure 1 and 2].
- School uses turnitin to check all assignments for plagiarism.
- Students are required to sign an Agreement Form (see Annexure 3) that states they understand the degree of guidance a teacher is allowed to extend.
- Students also sign an Extended Essay Authenticity form that states that they agree that they are responsible for their own work (see Annexure 4) and an acknowledgement of their understanding of the limitations of teacher guidance on the EE (see Annexure 5)

[1] Academic Honesty in the Diploma Programme

ANNEXURE 1

Academic Honesty A Student's Guide

Every piece of written and oral work which you submit for your IB Diploma must be your own authentic work.

- An authentic piece of work is based on your individual and original ideas with the ideas of others fully acknowledged.
- Plagiarism is theft of someone else's intellectual property.

Definitions:

- Plagiarism: presenting the ideas or work of another person as if they are your own.
- Collusion: allowing your own work to be copied or submitted for assessment by another student.
- Duplication: presenting the same work for different assessment components (for example, for internal assessment and the extended essay).

The penalties for these offences include loss of your diploma and exclusion. If found guilty of academic misconduct students could face the following penalties depending upon the severity of the offence

- Report to the coordinator
- Report to the Principal and Head of School
- Written warning to the student and letter to the parent
- Loss of grade for the concerned task
- Suspension from school
- Exclusion from school
- Withdrawal of registration from the Diploma Programme
- Report matter to IBO in extreme cases

Using other people's words and ideas is acceptable so long as they are placed in quotation marks and acknowledged in a footnote

Regardless of the nature of the source of the words or ideas, all borrowing must be acknowledged. The internet must be treated in the same way as books and articles.

Other forbidden practices include:

- paraphrasing other people's ideas without acknowledging the sources.
- fabricating (making up) quotations or data.

Teachers are forbidden from providing an improper amount of assistance in the production of any piece of assessed work, oral or written.

Teachers must:

- Declare in writing that each piece of assessed work that they have handled is authentic (the student's own work).
- Provide good advice to students on the subject of academic honesty at all times.
- Report to their Head of Department immediately any suspicions of academic dishonesty.
- Report to their Head of Department immediately any student who fails to observe a deadline.
- Supply all candidates with formal tuition on how to acknowledge sources.
- Encourage students to develop their own ideas and to be intellectually independent.
- Insist that students develop plans for all assessed work and present work in progress to the teacher at regular intervals so that teachers can witness the stages of a piece of work's development and be assured of that work's authenticity.
- Provide examples of how to acknowledge sources.

Students must:

- Adhere to the rules on academic honesty.
- Adhere to all deadlines.

Teachers will ALWAYS investigate suspicious essays using sophisticated internet search engines and their expert knowledge of library resources.

The International Baccalaureate Organisation randomly checks students' work for plagiarism using the most sophisticated technology available.

NPSI has a ZERO TOLERANCE policy with regard to intellectual dishonesty.

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HOW TO ACKNOWLEDGE OTHER PEOPLE'S WORDS AND IDEAS

Q. Why do you need to refer to other people's words and ideas?

A. Sometimes a brief quotation from an expert in the field adds power to your argument, but don't rely on others too heavily. To do well at IB level, you need to think for yourself. Often you need to learn more about a subject before you can write effectively about it. So you do some research and make some notes.

Q. What is the proper way of making notes?

A. The first thing you should do in the research process is to record the following details before you start making notes:

Author

Title

Place of Publication

Publisher

Date of Publication

Page numbers

You should record quotations word for word and always note the page numbers.

Q. Once I've finished my research notes, how do I decide which notes to use and which ones to ignore?

A. This all depends on the nature of your project, but a good rule is to use only the notes which help to advance your ideas and never to use notes which contradict your argument unless you are prepared to show why you are right and the other person is wrong.

Q. What is the proper way to acknowledge a source in an essay?

A. Firstly, put all quotations in quotation marks:

EXAMPLE: John Milton's project in *Paradise Lost* was 'to justify the ways of God to men.'¹ Secondly, provide a footnote or endnote which tells the reader where the quotation came from. This footnote or endnote is signaled by a superscript number placed just after the quotation, which refers the reader to a footnote at the bottom of the page.

EXAMPLE: John Milton's project in *Paradise Lost* was 'to justify the ways of God to men.'¹ If you want to provide footnotes, provide a solid line at the foot of the page and place the note below it in the following format:

¹John Milton, *Paradise Lost* (San Francisco: Limited Editions Club, 1936), page 4 (Book I, line 36).

Please look carefully at the format of that note. It is one complete sentence. The author's name comes first, then the title of the book. Thereafter, in brackets, you have the publication details— place, company and date, in that order), followed by the page number and any other specific details. All of your notes should follow this format. When you first refer to a book you can establish how you will refer to it the next time, so as to save space in subsequent notes:

EXAMPLE:

¹John Milton, *Paradise Lost* (San Francisco: Limited Editions Club, 1936), page 4 (Book I, line 36). All subsequent references to this poem will be to this edition, which will hereafter be referred to as PL.

Remember, you must always underline titles of books to distinguish them from characters within them:

EXAMPLE:

When Hamlet spits 'a little more than kin and less than kind', we gasp at the implications. (*Hamlet*, Act I, Scene ii, l. 65).

Q. How does a footnote differ from an endnote?

A. Quite simply, footnotes appear at the bottom of the page, whereas endnotes appear at the end of your essay. In all other respects the format of your notes would be the same. Some writers prefer endnotes because they are simpler to arrange than footnotes, since with endnotes you simply type up all of the notes (in numerical order) on a page or pages at the end of the essay, whereas with footnotes you need to lay out each page of your essay quite carefully to leave room for the footnotes.

Q. What is a bibliography and why do I need it?

A. It is an alphabetical list of all of the sources that you have consulted during your research, whether or not you actually quoted from them. A bibliography appears at the very end of your essay and is essential because the reader will want to see the range of reading that you have done in preparation for your essay. During your research you must therefore record the details of all sources which you have consulted so that you can compile an impressive and comprehensive bibliography. The format is very similar to the footnote, only the author's surname precedes their first name in a bibliography so that you can create a proper alphabetical list:

EXAMPLE:

Milton, John. *Paradise Lost*. San Francisco: Limited Editions Club, 1936.

Shakespeare, William. *Hamlet*. London: The Folio Society, 1997.

You can see that the punctuation of the bibliography entry differs from that of the footnote.

Whereas the footnote or endnote is one sentence, the usual bibliography entry contains three sentences—one for the author, one for the title, and one for the publication details.

It is hoped that this guide will provide you with most of what you need to acknowledge properly your sources. Should you have further questions your subject teachers will always be ready to help.

Dr Matthew Sullivan
Head of School

ANNEXURE 2

Academic Honesty A Teacher's Guide

- Approach the topic in a positive way with students: good students are honest.
- An authentic piece of work is based on the candidate's individual and original ideas with the ideas of others fully acknowledged.
- Plagiarism is theft of intellectual property.

Definitions:

- Plagiarism: the representation of the ideas or work of another person as the candidate's own.
- Collusion: allowing one's own work to be copied or submitted for assessment by another student.
- Duplication: the presentation of the same work for different assessment components.
- Using other's words and ideas is acceptable so long as they are placed in quotation marks and acknowledged in a footnote.
- Regardless of the nature of the source of the words or ideas, all borrowing must be acknowledged. The internet must be treated in the same way as books and articles.

Other forbidden practices include:

- paraphrasing other people's ideas without acknowledging the sources.
- fabricating quotations or data.

Teachers are forbidden from providing an improper amount of assistance in the production of any piece of assessed work, oral or written. There are specific subject guidelines which state how much assistance is acceptable. Get these guidelines from your HoD and follow them at all times.

Teachers must ensure that all students know:

- what academic honesty means
- what plagiarism and collusion mean
- how to acknowledge sources
- what the consequences of cheating are (losing the diploma, expulsion)

Teachers must themselves:

- Declare in writing that each piece of assessed work that they have handled is authentic.
- Provide good advice to students on the subject of academic honesty at all times.
- Report to their HoD immediately any suspicions of academic dishonesty.

- Report to their HoD immediately any student who fails to observe a deadline.
- Supply all candidates with formal tuition on how to acknowledge sources. They must be taught the skill of acknowledging. Teachers cannot assume that students will know what is or is not legitimate.
- Encourage students to develop their own ideas and to be intellectually independent.
- Insist that students develop plans for all assessed work and present work in progress to the teacher at regular intervals so that teachers can witness the stages of a piece of work's development and be assured of that work's authenticity.
- Provide examples of how to acknowledge sources.
- When reading students' work, be vigilant for obvious changes in a candidate's writing style.
- Follow up suspicions by investigating the sources of the writing with the help of the HoD, Co-ordinator and Principal.
- Remember that teachers are in the best position to judge whether a candidate's work is authentic.

Candidates must:

- Adhere to the rules on academic honesty
- Adhere to all deadlines.

The IBO randomly checks candidates' work for plagiarism
NPSI has a zero tolerance policy with regard to intellectual dishonesty.

Dr Matthew Sullivan
Head of School



**ANNEXURE 3
NPS International School**

IB Diploma Programme Agreement

The International Baccalaureate Programme is a rigorous, comprehensive program designed for the academically motivated student with the potential to earn the International Baccalaureate Diploma. For a student to be successful in this programme and to be prepared for IB examinations, the student must be committed to and work towards a high quality education. Therefore, NPS International School requires the student and the family to make the following commitment

I (We) agree to the following terms and conditions for participation in IB. I (We) will:

1. Meet the expectations of each class by participating in daily activities including completing homework, listening attentively, offering relevant comments, posing questions and taking notes.
2. Follow and meet all deadlines for submissions as set out in the student diary and given by teachers in the class
3. Acknowledge that work not submitted on time may not be marked by teachers and may not receive feedback
4. Agree that teachers/supervisors will only support academic work to the extent permitted by IBO
5. Remain aware that inability to meet deadlines or submit work that is not of the required standard for all subjects may lead to being converted to a Certificate Student
6. Be aware that the inability to complete the Extended Essay and TOK components according to the deadline will lead to being converted to a Certificate Student
7. Exemplify the highest degree of academic and personal integrity. Non adherence may lead to dismissal from the program.
8. Maintain the required attendance of 75% for every class to continue in the Diploma programme

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I realize that I must meet the standards of the program and abide by my signed commitment. I also understand that if the quality of my work and/or the level of my commitment to my education do not conform to these standards, I may be asked to withdraw from the program to be placed in a program more suitable to my performance.

Student Signature Date

I grant permission for my son/daughter to be enrolled in the IB Program at NPS International School and agree to all the terms and conditions of this contract. Also, I will support my child's academic growth, monitor his/her progress and encourage development of independent study skills.

Parent/Guardian Signature Date



ANNEXURE 4
DECLARATION OF AUTHENTICITY
EXTENDED ESSAY

STUDENT NAME:

EXAMINATION SESSION:

SUBJECT:

I hereby declare that the Extended Essay in..... is my own work.

I have not used material that has not been cited. All sources have been accurately acknowledged.

STUDENT SIGNATURE:

DATE:

ANNEXURE 5

Guidance for the Extended Essay- Role of the Supervisor

The Extended Essay

The Extended Essay is a requirement for the IB Diploma. It is a 4,000-word essay on a topic of the student's choosing. The topic **MUST** fall within the criteria for one of the EE subjects in the Extended Essay Handbook [refer to page 3 of the EE handbook].

According to the IBO, the aims of the Extended Essay are to provide students with the opportunity to:

- pursue independent research on a focused topic
- develop research and communication skills
- develop the skills of creative and critical thinking
- engage in a systematic process of research appropriate to the subject
- experience the excitement of intellectual discovery

Students

You are expected to spend approximately 40 hours on the EE over the course of 8 months (April-November). It is your responsibility to meet with your supervisor and complete assignments on the EE timeline. [Refer to pages 24-25 of the EE handbook]

It is the candidate's responsibility to correct mistakes and verify the accuracy of the contents of the extended essay.

Supervisor's role:

Students will be assigned a supervisor who will guide them in the course of research and writing the essay. The supervisor will spend between 3-5 hours (including reading time) with the student. The role of the supervisor in the process of writing the EE is outlined below;

The EE supervisor will:

- provide advice and guidance in undertaking research/techniques of information-/evidence-/data- gathering and analysis
- advise on documenting sources
- encourage and support the student through the process



- discuss RQ with student and ensure that it is appropriate and meets all legal and ethical standards
- familiarize students with the assessment criteria
- agree to meet students at scheduled times and complete the meeting logs and the EE Progress Report
- advise student on how to write the abstract
- ensure that the essay is the student's own work
- read and comment on ONE completed draft of the essay (but will not edit the draft)
- read the FINAL version of the EE and confirm authenticity
- conduct a short viva-voce before writing supervisor's report
- write the supervisor's report

I have read this document and understand that the role of the supervisor is to guide me in the process of writing the Extended Essay. It is my responsibility to meet all deadlines and submit work that meets the assessment criteria for the final reading by the supervisor. I also understand that it is my responsibility to adhere to academic honesty regulations as underlined by NPS International and IBO.

Student Signature

Date