



International School of Egypt Academic Integrity Policy

1. Philosophy of Academic Integrity

The International School of Egypt acknowledges that through approaches to learning (ATL) in the IB Programme, students develop skills that have relevance across the curriculum and help them “learn how to learn”. The ATL skills are as follows:

- Self-management
- Social
- Communication
- Thinking
- Research

Academic integrity is part of being “principled”, a learner profile attribute where learners strive to “act with integrity and honesty” as we question, inquire and act.

The International School of Egypt (ISE) prepares IB Students to embrace the IB Learner Profile. This includes being principled with integrity and honesty. ISE supports the IB’s zero tolerance policy on Academic Honesty.

The International School of Egypt is committed to creating and promoting a culture of Academic Integrity, by modelling, embracing, and leading by example in all academic disciplines and subjects.



2. Purpose of Academic Integrity

All students enrolled in the IB DP must understand the definition and significance that relate to academic honesty, especially intellectual property and authenticity. However, a conceptual understanding alone is not sufficient; they must have the knowledge and practical skills to apply such concepts to their work.

The International School of Egypt supports and promotes the principles of properly executed academic research and in all forms of assessment. All members of the ISE school community have a responsibility that this knowledge and practice apply in all settings and that all members share the same philosophy and understanding of the policy.

3. Maintaining Academic Integrity

The presentation and acceptance of an authentic piece of work is essential to good scholarship and practice. An authentic piece of student work is one that fully expresses the language, thoughts, expression, and synthesis of that student. Where the work of another person is represented in the students' work, whether in the form of direct quotation or paraphrase, the source(s) of those ideas or the work must be fully and appropriately acknowledged otherwise it constitutes misconduct. EE Coordinator teach students how to cite resources during Extended Essay lessons (biweekly).



4. Definition of Misconduct

The IB defines student academic misconduct as deliberate or inadvertent behavior that has the potential to result in the student, or anyone else, gaining an unfair advantage in one or more components of assessment.

Misconduct includes/not limited to:

- **Plagiarism** - representation of the ideas or work of another person as the candidate's own.
- **Collusion**: allowing one's work to be copied or submitted for assessment by another. **When more than one student contributes to a piece of work that is submitted as the work of an individual.**
- **Duplication of Work**: this is defined as the presentation of the same work for different assessment components and/or diploma requirements.
- **Unfair Advantage** – a behaviour for an individual student that affects the results of another student.

The ISE academically honest student DOES:

- Properly cite all materials used in Academic Research.
- Understand the concept of plagiarism.
- Understand and abide by the school's rules concerning cheating.
- Acknowledge, in a specific manner, help from another person.
- Ask beforehand what kind of outside help is permissible.

The ISE academically honest student DOES NOT:

- Copy someone else's work.
- Allow someone to copy their work.
- Submit work done by another student, a parent, a friend, and/or a private tutor.
- Use notes during a test, unless allowed by the teacher or the examination rules.
- Purchase and submit work written or completed by someone else.



5. Investigation of Intentional Misconduct

- The teacher will notify the respective Programme Coordinator with supporting documentation if misconduct is suspected.
- The Programme Coordinator will determine whether misconduct has taken place based on information gathered through the investigation.
- The Programme Coordinator will inform the parents of the process irrespective of the outcome.
- If evidence of misconduct is confirmed, the student and parents will be notified in writing and informed of the consequences.
- An appeal must be submitted within 5 working school days of the date of the letter. The principal will consider the appeal. The principal's decision will be final and will be communicated to the student and parents in writing.
- Copies of all records of investigation, correspondence and the assessment item will be kept in the student's subject file. All official documentation will be submitted to the IB Diploma Program.

6. Internal Assessment Tasks

First offence: Students are awarded a level of zero for all criteria the task is assessed against. If any collusion took place, all parties involved will take a zero for all criteria. Parents, teachers, and school administration will be notified.

Second offence: Students are awarded a level of zero for all criteria the task is assessed against. Parents, teachers, and school administration will be notified.

Up to 3 days Out of School Suspension is given to the student and behavioral probation is applied.



7. Externally assessed IBDP assessment tasks

- In the case of externally assessed components, such as the extended essay, or theory of knowledge essay, and as a consequence the student would not be eligible for a final grade in the subject concerned.
- Students must not take any unauthorized materials into the examination room.
- A student found in possession of unauthorized materials during an examination, regardless of intent or if the material is used, is still considered to be in breach of regulations and will be investigated by the IB.
- If a student is found to be in breach of regulations, the school must contact the IB within 24 hours of the external examination, EE or TOK to report the incident.
- This may seriously impact on the student's eligibility for the Diploma under IB rules.

8. Consequences of Misconduct

If the final conclusion is that a case of misconduct has been established:

- No grade will be awarded in the subject concerned.
- No diploma will be awarded to the candidate.
- A Diploma Programme course results will be awarded for other subjects where no misconduct has occurred.



9. Roles and Responsibilities of the Programme Coordinators

- Establish a school culture that actively encourages academic honesty.
- Support the IBO fully in the prevention, detection, and investigation of misconduct.
- Make students aware of their responsibilities regarding Academic Honesty.
- Explain the Academic Integrity Policy to all school stakeholders at workshops.

10. Roles and Responsibilities of the Teacher:

- Teachers will reinforce the DP Academic Honesty Student Guide throughout the course.
- Provide students with consistent advice and practice whenever necessary.
- Provide students with clear guidelines on academic writing and referencing styles required in each subject.
- Moderate samples of student work primarily for standardization of grades but also for checking any suspicious pieces of work relating to potential misconduct.
- Run all student work through TurnItIn.com as a precautionary check.
- Report any misconduct to the DP Coordinator.

11. Roles and Responsibilities of the Student:

- Take responsibility for ensuring that all work submitted for assessment is authentic, with the correct citation system.
- Are responsible for complying with expectations regarding meeting deadlines and absences.
- Run all work through TurnItIn.com as a precautionary check.
- Should seek clarity from Teachers, Librarian, and/or DP Coordinator during the assignment process and regarding any aspect of Academic Integrity guidelines.



12. Policy Review

This policy will be reviewed annually. The Leadership team and IB Teachers will review the implementation of the policy in classrooms and throughout the school on a regular basis.

13. References:

- *International Baccalaureate Academic Integrity Policy*, International Baccalaureate, 2019
- *Academic honesty in the IB educational context*, 2016
- Carroll, June. *Academic honesty in the IB*, IB Position Paper, 2012
- *ISE Student Handbook*, The International School of Egypt, 2020-2021
- *Programme Standards and Practices*, International Baccalaureate, 2014
- *Academic Honesty Policy*, Tamagawa Academy, 2018