Policy Title:	NLCS Dubai Academic Integrity Policy
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Written By:	Principal, AP Academic, Head of Junior School
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1. Purpose

At NLCS Dubai, we create a learning environment that upholds the principles of integrity and responsibility through an ambitious education for students from different cultural backgrounds and value systems. The principle of academic integrity should be viewed positively by the entire school community, becoming a natural part of academic study. It is therefore important that students, parents and staff are aware of the importance of academic integrity and what constitutes good practice, whether it is in the context of external assessment, or for work submitted internally.

2. Scope

The aims and objectives of this policy are:

- To detail what constitutes academic misconduct
- To outline the IBO's guidance on appropriate use of artificial intelligence
- To detail and advise on student, teacher and parent responsibilities
- To outline measures taken to provide education and support
- To outline the academic integrity procedures for PYP, MYP and DP
- To outline the consequences of academic misconduct in the Secondary School

3. What Constitutes Academic Misconduct

- Plagiarism or facilitating plagiarism
- Collusion

- Submitting work commissioned, edited or obtained from a third party
- Inclusion of inappropriate, offensive or obscene material
- Duplication of work
- Falsification of data
- Misconduct during an examination
- Conduct that threatens the integrity of the examination
- Delaying or refusing to co-operate with an academic misconduct investigation
- Forgery or falsification of IB grades or certificates

(Further clarification as to the nature of the infringements above are detailed in Appendix 2 of the IBO publication: Student Academic Misconduct, "Academic Integrity Policy".)

Plagiarism is the most common form of student academic misconduct identified by or reported to the IB. The IB defines plagiarism "as the representation, intentionally or unintentionally, of the ideas, words or work of another person without proper, clear and explicit acknowledgment" ("Assessment Principles and practices—Quality Assessments in a Digital Age"). This includes the use of translated materials.

(Further clarification as to the nature of plagiarism is detailed in Appendix 3: Plagiarism, "Academic Integrity Policy".)

3.1 Artificial Intelligence

With regard to the use of artificial intelligence software, the IBO state that:

"Students need to be aware that the IB does not regard any work produced—even only in part—by such tools to be their own. Therefore, as with any quote or material from another source, it must be clear that any AI-generated text, image or graph included in a piece of work has been copied from such software. The software must be credited in the body of the text and appropriately referenced in the bibliography. If this is not done, the student would be misrepresenting content—as it was not originally written by them—which is a form of academic misconduct."

(Further clarification as to the use of AI can be found in Appendix 6 of the IBO publication: Guidance on the use of artificial intelligence tools, "Academic Integrity Policy".)

4. Student Responsibilities

4.1 Acknowledgement of Sources

Students will naturally use (and should be encouraged to use) a wide variety of resources in researching and preparing work. To avoid plagiarism, students must, however, acknowledge their sources when they present their work.

Acknowledging sources can take many forms, from citing a source in the written work (in-text citations) to full citations used in a bibliography. The guiding principles should be that:

- honesty and academic integrity require a writer to acknowledge the ideas and work of others;

- in written work based on research from a number of different sources, all material statements, ideas, opinions or data taken from another writer's work should always be acknowledged whether directly quoted or paraphrased or summarised;

- the reader should be able to find the source easily.

Citation should follow the MLA referencing system across all areas of the school.

4.2 Working with Other Students

Students are responsible for their own work and should not allow their work to be copied by another student. They should also take care not to submit work by another person, as their own.

4.3 The Use of Data and Information

Students are responsible for submitting accurate and original data where appropriate and should take care not to falsify any information.

4.4 External and internal Examinations and Tests

Students will be informed of the procedures pertaining to internal and external examinations and tests. Students are therefore expected to follow these procedures.

5. Teacher Responsibilities

Teachers are responsible for guiding students from when they join the school, in the appropriate terms, of the importance of academic integrity and acknowledgement of sources and how to avoid plagiarism. The extent, formality and format of the acknowledgement required will be made clear to students when assignments are set. They are also required to communicate expectations to students, clearly referring to academic integrity guidelines, encourage honesty and communicate the consequences of breaching IB regulations and to make the Approaches to Learning (ATL) skills an explicit focus for teaching and learning, particularly information literacy skills.

6. Parent Responsibilities

It is the responsibility of the parent to read the content and understand the significance of the School's Academic Integrity Policy and record their acknowledgement of this in the student planner. It is also recommended that parents monitor and supervise, when necessary, the progress of assignments, summative assessments, and projects submitted by their children.

7. Measures Taken to Provide Education and Support Regarding Academic Integrity

- Library induction lessons include sessions on academic integrity and the issues arising from academic misconduct;
- Pastoral sessions in each year touch on the issue of plagiarism;

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- Study Skills sessions include an element on academic integrity;

- The library makes available guidance to help students to avoid plagiarism and to understand how to set out references and bibliographies;
- Turnitin is used to assess the likelihood of potential plagiarism and misuse of AI.

8. Academic Integrity in PYP, MYP and DP

Throughout the continuum of PYP, MYP and DP students are encouraged to always act with honesty and in a responsible and ethical manner. Students should be conscious of the influence that they have on others around them, and work done must set this example to others. In all programmes, students will be familiarised with the school's rules and ensure that they understand what academic integrity means and consists of.

Students will understand that they must not try to gain an unfair advantage in coursework, mock examinations, or assessments by copying someone else's work or acting in a dishonest manner. Students must always reference and cite other people's work that they have used in their work and are taught to be proud of explaining that they understood someone else's ideas and thought that they were good. Students will understand who to seek help from if they are struggling or are not sure of expectations.

An IB student learns the value of being principled and should stand up for what is right. Students are expected to alert a member of staff if they suspect that someone has cheated. By being academically honest students will learn to accept their strengths and weaknesses and do the best that they can in an honest and principled manner. IB students therefore take responsibility for their own actions and their consequences.

Students will learn how to safely collaborate and share work when using social media and digital collaborative platforms whilst being mindful of maintaining academic integrity during group work/projects by keeping track of what each group member is contributing. Self-management skills will be taught to try to overcome procrastination. Students who learn to manage their time wisely will reduce stress-induced, last-minute work which increases the likelihood of cheating.

(International Baccalaureate – 10 Tips for Acting with Academic Integrity, 2022)

9. The Consequences of Academic Misconduct

9.1 Junior School

In lower school, teachers will discuss the meaning of academic integrity with students and ensure they have clear understanding of how this applies to their work.

In grade 5, most notably for the students' exhibitions, clear reference will be made by teachers to academic integrity and students will clearly cite sources used. Where academic misconduct is

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identified in this scenario, this will be raised with students who will meet with the PYP Coordinator to discuss the misconduct and understand why this is an issue.

Repeated incidents regarding the same student will be referred to the Deputy Head or Head of Junior School where appropriate, who will contact parents.

9.2 Senior School Internal Submissions

Where a member of staff suspects that a student may have committed plagiarism:

- he or she should first discuss it with the relevant Head of Department and refer to the relevant Programme Coordinator (MYP or DP);
- the Programme Coordinator will then meet with the student to present evidence and discuss the matter further.

If the Coordinator is satisfied that any plagiarism was unintentional or inadvertent, he or she may

- ask the student to resubmit the work with proper acknowledgement of sources, explaining how such incidents could be avoided in future work.

If it is deemed that the plagiarism was dishonest and intentional, the Programme Coordinator should:

- make the student aware of the importance of the issue and depending on the nature of the offence or assignment, sanction the student;
- inform the parent(s) of the student of any such incident and the reasons for the sanction.

In addition, following consultation with the relevant Programme Coordinator, a letter will be sent to the student's parents or guardians and a copy of the letter retained on the student's file. This is the first stage of a three-tiered process.

In the case of a repeat offence, parents will be invited to meet with the Programme Coordinator and the Assistant Principal (Academic) to discuss the severity of the matter. They will be informed that any further breaches of the Academic Integrity Policy may result in the student being disapplied from part or all of their programme of study.

A third offence will result in the student and their parents meeting with the Programme Coordinator, Head of Sixth Form (for DP students), and the Principal to outline the policy breach and confirm sanctions which would include one or more of; disapplication from a single subject or component, multiple subjects, or the MYP/DP certification, dependent upon the nature of the policy breaches and at the discretion of the Principal. Students may be given the opportunity to resubmit an alternative and original piece of work, subject to published calendar deadlines and at the discretion of the Principal. In any instance where students do not submit for all or part of the relevant external assessment due to academic integrity issues, any examination entry fees paid will not be refundable.

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9.3 Senior School External Submissions

In MYP and DP, candidates submitting externally assessed or moderated work will have to sign a declaration in this or similar form:

> "*I have read and understood the Information for candidates [……..] I have produced the attached work without assistance other than that which is acceptable under the scheme of assessment.* "

> In addition, the teacher will have to sign a declaration (in the following or similar form) that there is no plagiarism and that he or she has *"authenticated the candidate's work and [is] satisfied that to the best of [his or her] knowledge the work produced is solely that of the candidate."*

The examinations officer will circulate documents from public examination boards relating to controlled assessment and/or coursework to Heads of Department so that candidates may be made aware of relevant regulations.

If plagiarism is suspected in a piece of work submitted for assessment, the teacher will, depending on circumstances, take some or all of the following actions:

- discuss the matter immediately with the student and make the student aware of the potential consequences, including disqualification.
- report the matter to the relevant Head of Department and Programme Coordinator. The examinations officer should also be informed.
- If it is determined that plagiarism has occurred, then the Vice Principal (Academic) should be informed before further steps are taken. Parents will be informed, and the Vice Principal (Academic) will determine whether the examination board should be informed of the incident. Work will not be accepted or allowed to be resubmitted. Alternative tasks may be requested from the student at the discretion of the Vice Principal (Academic).
- Any breaches of academic integrity identified in work already submitted to the IBO for assessment will be investigated by the relevant programme coordinator and communicated to the IBO in accordance with their policies.

The three-step process of applying consequences, as outlined in section 2.8.2, applies to externally submitted work, however breaches identified in work which students have submitted for final external assessment may lead to immediate disapplication at the discretion of the Vice Principal (Academic).

9.4 Academic misconduct during external examinations

The school follows all instructions for the conduct of examinations as detailed in the 'Conduct of IB Middle Years Programme on-screen examinations' and the relevant session version of 'Conduct of examinations' booklet and ensure that invigilators and students understand the rules. All students

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have a clear understanding of the IB's expectations in terms of the conduct of the written or on-screen examinations. Therefore, students must adhere to ethical and honest practices.

"Penalties apply in instances of academic misconduct where the IB has taken action against a student who is registered for IB-assessed components. The IB may investigate issues that could be considered academic misconduct even if they are not listed in this document. During investigations into academic misconduct, evidence and statements from all involved parties will be gathered. Each case will be judged on the evidence available, and any sanction applied will be based on the penalty matrix. When evidence is not conclusive, subject-matter experts will be consulted and any sanction will be applied using the balance of probabilities approach." ("Academic Integrity Policy".)

The guidelines set out in this policy apply equally to National Group Reading Tests, GL Progress Tests, Cognitive Ability Tests and any other standardised testing implemented by the school.

10. Policy Review

This policy will be reviewed and updated in accordance with any developments concerning IB assessments.

Works Cited

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