

**Collège Notre Dame des Soeurs Antonines, Hazmieh**

e-mail address: [info@antonines-hazmieh.edu.lb](mailto:info@antonines-hazmieh.edu.lb)

Site Internet: [www.antonines-hazmieh.edu.lb](http://www.antonines-hazmieh.edu.lb)

Telephone: +961 5 453 233

## **Academic Integrity Policy**

The Antonine Sisters' School offers the following Academic Integrity Policy for the IB Program.

### **Purpose of the Academic Integrity Policy:**

Since Academic integrity is the groundwork for ethical decision-making and behaviour in the production of legitimate, authentic and honest scholarly work, the purpose behind the integrity policy is to provide students with reliable, fair, and recognized outcomes through valid assessment.

### **Objective:**

By the end of this coursework, students will be able to:

- Produce authentic and genuine individual and group work;
- Correctly attribute sources, acknowledging the work and ideas of others;
- Responsibly use the information technology and social media;
- Adhere to ethical and honest practice during examination.

### **1- Embedding the policy into the school structure**

School board, program coordinators, librarians, and teachers play a fundamental role in establishing an applicable and effective integrity policy. Their main responsibility is to:

- Establish an academic integrity policy with long-term objectives. This policy is clearly stated and in accordance with local legislation and school policy and is constantly/regularly revised. To achieve lasting effects, it is important to consider factors such as the learning environment, the relationships between the students and the previous pedagogical experiences of the student.
- Implement an awareness campaign and schedule activities to reinforce the required skills, reaching not only students, but also their parents. Orientations and workshops at the beginning of the academic year to the teachers and to the students as well to highlight on the importance of respecting the guidelines and give an overview presentation about:

- using APA style
  - what it means to credit sources
  - Why it is important to credit sources
  - What sources should you credit
  - Formatting In-Text Citations
  - Formatting Reference Lists
  - Resources
- Foster an understanding of academic honesty so that students understand its fundamental values and are familiar with its technical aspects as part of their skills development;
  - Ensure that all teachers have the same level of understanding of academic integrity as a first step to ensuring their engagement and commitment;
  - Guarantee that teachers, students and parents have a copy of school's academic integrity policy and the programme relevant IB regulations;
  - Provide students with a booklet that includes all the techniques of adding in-text citation and references with different research samples and sharing with them some guidelines and techniques of paraphrasing, summarizing and quoting;
  - Provide a program like (**Turn It In**) that enables teachers to detect plagiarism and hence facilitates their mission to monitor and observe the students' work;
  - Provide guideline on a) how to avoid plagiarism, b) how to carry out research, c) how to implement fact and validity check;
  - Comply with the IB assessment regulations and procedures related to the administration of examinations;
  - Be available to offer advice and guidance.

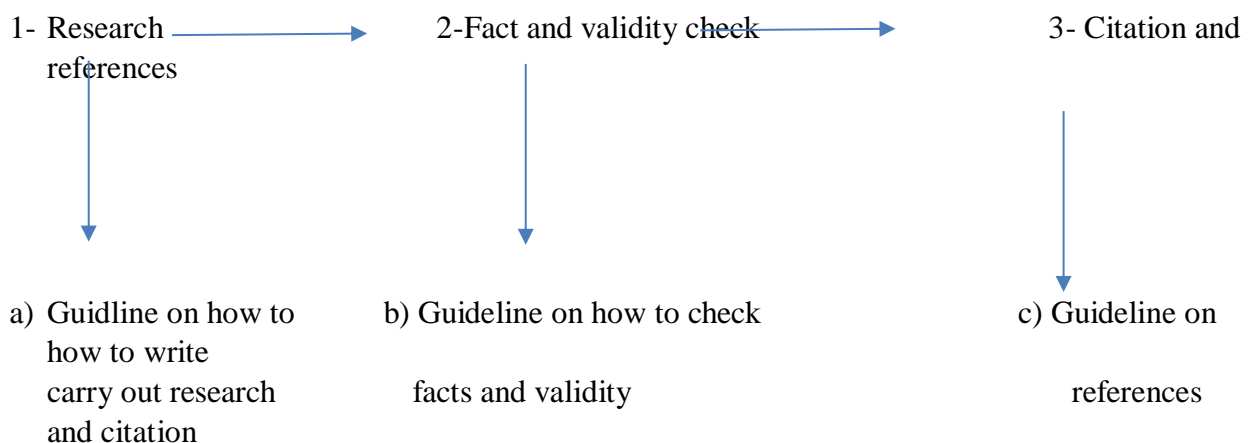
## 2- Students' Role

It is expected that all IB students understand and accept the principle of academic integrity and face the challenges associated with it. This is not a task that students can face in isolation, they must have the support of their teachers and the school. Students should:

- Have a full understanding of their school's and the IB's policies and adhere to the subject guidelines, rules and regulations, always acknowledging the sources of information that were used and the help they have received from third parties during the process;

- Must understand and act according to academic honesty- correct citation and referencing, acknowledging the source of data whatever it is: a work of art, a computer program, a photograph, a diagram, an illustration, a map... Add examples of conventions for citing and acknowledging original authorship. After learning the basic research skills from techniques of summarizing and paraphrasing to adding in-text citation and references, students now can build on them;
- Complete all assignments, tasks, examinations and quizzes in an honest manner and to the best of their abilities;
- Show a responsible use of the internet and associated social media platforms: they should be sceptical about the information on the internet. They should be able to detect fake and outdated information through continuous fact and date check. Certain books can be sometimes outdated this is why using the internet is recommended;
- Receive an age-appropriate copy of the policy so they understand the expectations and requirements. Accordingly, they sign an “honour code” promising to avoid academic misconduct.

Scope of work:



### 3- Parents' Role

Although they are not directly involved, parents are able to collaborate with the administrative and teaching team to promote academic integrity. Parents are expected to:

- Understand IB policies, procedures and subject guidelines in the completion of coursework or examination papers by their children;
- Support their children's understanding of IB policies, procedures and subject guidelines;
- Understand the IB policies and procedures that safeguard the authenticity of their children's work;

- Support their children in planning a manageable workload so they can allocate time effectively.

#### **4- Student Academic Misconduct:**

All students must have a clear understanding of the IB's expectations in terms of conduct. Therefore, students must adhere to ethical and honest practices.

When a school identifies issues with the practices or final piece of work before submission or upload to the IB and before the IB submission deadline, the situation must be resolved as per the school's academic integrity policy.

Some of the unethical practices that students will be sanctioned for:

- Copying work from another student;
- Copying external sources;
- Inclusion of inappropriate, offensive, or obscene material;
- Possessing unauthorized material in the examination room;
- Exhibiting misconduct or disruptive behaviour during an examination;
- Presentation of the same work for different assessment components or subjects;
- Exchanging, passing, obtaining or receiving verbal or written information from other students during the examination completion time— or attempting to;
- Removal of secure materials such as examination papers, questions and answer booklets, from the examination room;
- Attempt to fraudulently amend a result in a subject —electronic or hardcopy certificates and transcripts;
- Assisting another student(s) in committing an act of academic misconduct;
- Sharing of IB examination paper content before or during the examination's scheduled time, or within 24 hours after the examination;
- Not cooperating with an investigation, whether involved or not;
- Gaining access to IB examination papers before examination's scheduled time;
- Impersonating an IB candidate— both impersonator and person allowing impersonation.

Measures:

When academic misconduct is identified after the work has been submitted to the IB, the programme coordinator must inform the IB within 24 hours of the examination to report the incident. Students will continue with the examination in question, unless their presence in the examination room is disruptive to other students. The student's examination script should be submitted for assessment as usual.

If the student was proven guilty after investigation, sanctions will be applied according to the IB penalty matrices. Based on the misconduct, 4 levels of penalty can be applied: level 1, level 2, level 3a, and level 3B.

The penalties are:

Level 1: Warning letter to the student

Level 2: Zero marks for components

Level 3a: No grade for subject(subjects) concerned

Level 3b: No grade for parallel subjects

In certain cases, the IB will decide whether students are allowed to retake the examination or resubmit coursework.

In case of repeated, multiple or very serious offences, additional sanctions may be imposed like change in registration category or permanent disqualification from current of different programs.

Written by: R. Yazigy

IB Coordinator, Oct 2021

Edited by: C. Zailaa

J. Baddawi

H. Salameh, March 2021