

ACADEMIC INTEGRITY POLICY

1. Purpose of this policy

At HPC International School, Academic Integrity has an important value and is at the core of everything we do as an academic community. The academic community of HPC IS includes teachers, librarian, parents, students and all staff members. By accepting a place in the school, all members of the the academic community accept the roles and responsibilities in relation to academic integrity. Academic integrity ensures a culture of honesty, trust, fairness, respect and responsibility and develops all attributes of the IB Learner Profile with a particular focus on being principled. This policy fully aligns with the IB principles in relation to academic integrity.

2. What is Academic Integrity?

According to the IBO (2019):

„Academic integrity is a guiding principle in education and a choice to act in a responsible way whereby others can have trust in us as individuals. It is the foundation for ethical decision-making and behaviour in the production of legitimate, authentic and honest scholarly work.“ (p. 3)

Therefore, we embed academic integrity into our whole school culture fostering the IB mission statement and philosophy as well as our school's mission.

This policy therefore shows in a structured and clear way how we embed and live academic integrity outlining responsibilities of all stakeholders. This policy defines malpractice, terminologies, outlines its consequences and explains what constitutes good practice. It also sets out how students are educated about the correct attribution of work.

The goals are:

- to educate students in relation to academic integrity
- that our students become and are principled and work with integrity and honesty. This means that they respect intellectual property, only submit authentic work and stick to the examination rules at all time. Intellectual property rights violations include misusing patents, registered designs, trademarks, violating ethical standards and using copyright-protected materials in all forms

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of expression (for example in writing, music, arts) in all media (CD-Rom, DVD, photographs, illustrations, artwork, journals, books and websites).

- to ensure that all work is based on the student's original ideas and is written in his/her own expression and words. It acknowledges other's ideas properly.
- that our students understand that they take full responsibility for the authenticity of all work they submit for internal assessment, external assessment and any form of school-internal assignments.
- that parents and guardians understand their roles and responsibilities in relation to academic integrity.
- that all teachers, librarian and all other staff members understand their roles and responsibilities and become role models for academic integrity.

3. What is academic misconduct/ malpractice?

Plagiarism, collusion, fabrication, cheating, duplication and unauthorized access to HPC IS materials are unacceptable.

3.1. Forms of academic misconduct and malpractice

The following practices are forms of academic misconduct (IBO 2019):

- **Plagiarism** – representation, intentionally or unwittingly, of the ideas, words or work of another person without proper, clear and explicit acknowledgment. This includes the representation of the ideas or work of another person as your own. Also copying a passage of text, translating this passage into another language, then using the translated text in their work without acknowledging its source constitutes plagiarism.
- **Collusion** - supporting malpractice by another candidate, as in allowing your work to be copied or submitted for assessment by another candidate.
- **Duplication of work** - the presentation of the same work for different assessment components and/or IB diploma requirements.
- **Misconduct during an examination**, Examples of misconduct are:
 - taking unauthorized material into an examination room (such as cell/mobile phone, other electronic devices, **or** written notes).
 - leaving and/or accessing unauthorized material in a bathroom/restroom that may be visited during an examination
 - any attempt to disrupt the examination or distract another candidate
 - exchanging information or in any way supporting the passing on of information to another candidate about the content of an examination

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- failing to comply with the instructions of the invigilator or other member of the school's staff responsible for the conduct of the examination
- impersonating another candidate
- stealing examination papers
- using an unauthorized calculator during an examination, or using a calculator when one is not permitted for the examination paper
- disclosing or discussing the content of an examination paper with a person outside the immediate school community within 24 hours after the examination.
- fabrication of data
- falsifying a CAS record.

3.2. Malpractice and consequences in school-related assessment

Each school-related work a student submits will be checked via *Turnitin* integrated into *ManageBac* by the respective teacher/supervisor to ensure its authenticity.

If a candidate is found guilty of plagiarism, collusion, duplication of work or any form of misconduct in school-related assessments (e.g. homework, essays, semester tests, etc.), the work will not be accepted and receive 0 marks (grade 1) in every case. Furthermore, teachers create a behaviour note explaining the form of malpractice to inform parents/guardians, the respective homeroom teachers and the DP/MYP coordinator.

If a student is found guilty of malpractice for more than two times or in severe cases, the DP/MYP coordinator/homeroom teacher will schedule a meeting with the student and parents/guardians to explain the importance of academic integrity and to discuss further steps for the student. Any further forms of malpractice after the meeting can result in an exclusion from our educational programs.

3.3. Malpractice and consequences in IB-related assessment

The rules for academic integrity during examinations (for mock examinations and IB examinations) can be found in our assessment policy. Furthermore, students and all invigilators are explicitly informed about these rules in a training session two weeks prior to the examinations. This training session is led by the IB DP coordinator and participants sign that they were instructed and well-understood the rules. Furthermore, all IB materials are properly displayed in school as outlined in the „Conduct of examination booklet“.

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Any form of malpractice during IB examinations can result in failing the respective examination paper and will be reported directly to the IBO. The final decision will be taken by the IBO.

All IB-related assessment components, such as Internal Assessments and some External Assessments (TOK Essay, Extended Essay and coursework in Film) will be checked via *Turnitin* by the subject teacher/supervisor to ensure their authenticity. If a candidate is found guilty of plagiarism, collusion, duplication of work or misconduct in an IB-related assessment (internal assessments, external assessments and other forms of IB assessment), the work will not be accepted by the school and the case will always be reported to the IBO. This can result into not being awarded a grade (“N” will be entered in IBIS) in the subject concerned what is equal to failing the subject.

If a candidate hands in a draft for any internal or external assessment (including EE and TOK) which lacks proper citing and referencing, the subject teacher will highlight the respective parts for the student using the *Turnitin Feedback Studio* and the student will get a clear deadline in *ManageBac* within the next 10 days to fix all citations. If the student fails to hand in a properly cited draft within the given deadline, the student must restart the assessment component with a new topic. The respective subject teacher/supervisor and the DP coordinator will make the final decision collaboratively. An IB diploma may be withdrawn from a candidate at any time if malpractice is subsequently established.

4. What are forms of good practice in relation to academic integrity?

Proper citing and referencing

We expect our students and all other members of our school community to

- work according to the IB guidelines for proper citing and referencing and the school’s academic honesty policy in every subject.
- take into account further subject-specific guidelines regarding academic honesty, ethical guidelines and school-internal guidelines. The respective subject teacher will communicate these additional rules to the students before the start of each assessment component.
- cite their sources properly in each work they submit (graded and non-graded assignments).
- cite their sources according to MLA8. This includes proper in-text citations and a properly structured and formatted list of sources/bibliography.
- support each other and share their expertise when it comes to citing and referencing.
- be principled role models for academic integrity.

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5. Academic Integrity support

By admission staff

Admission officers ensure that all students and parents/guardians have signed the latest version of the academic integrity policy together with all other school policies in the policy handbook in *OpenApply*.

By the Academic Integrity coordinator

The Academic Integrity coordinator informs candidates about academic integrity, malpractice and consequences of academic dishonesty at the beginning of the school year/program and makes sure that every student has signed the academic integrity policy. He/She informs parents about the importance of academic integrity and consequences of malpractice.

During our welcome week, the Academic Integrity coordinator provides specific training sessions for best practice related to academic integrity for MYP and DP students.

To support students in their time-management and to avoid time pressure, an assessment calendar with due dates for internal deadlines for the submission of assessment components is provided by the school. The assessment calendar will be accessible in the students' classrooms and via *ManageBac*. The Academic Integrity coordinator participates in compiling the assessment calendar.

The Academic Integrity coordinator furthermore creates and revises training materials and posters and regularly updates the school's academic integrity board. He/She offers 1 hour per week for consultation sessions or trainings with students.

The Academic Integrity coordinator provides training sessions for teachers, especially for Extended Essay supervisors, on a regular basis.

Further responsibilities are clarified in the Academic Integrity coordinator's job description.

By teachers and supervisors

Teachers understand and communicate what constitutes malpractice (particularly plagiarism, collusion and misconduct during an examination) and communicate the consequences of being found guilty of malpractice clearly.

They provide candidates with guidance on study skills, academic writing, how to conduct research and how to acknowledge sources. They provide the students with the school's common conventions for citing and referencing (MLA8) and also mark the recognition of sources in internal assessment components. Teachers also present the subject-specific guidelines for academic integrity for each assessment component to the students before the start of the component.

Teachers make sure that work submitted for internal and external assessment is authentic, for example by checking on the assessment processes of each student on a regular basis. This is why they meet with students at different stages of their

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assessment processes (usually during the inquiry, action and reflection stages) and discuss their work, their results and their questions. They ensure that all internal assessment components in their subjects are done under their supervision to ensure that they can authenticate the students' final work in the end. The same holds true for Extended Essay supervisors and the TOK teacher. Furthermore, teachers and supervisors check each submitted work (school-related and IB-related) via *Turnitin*.

They set clear expectations for assignments and provide guidance to candidates on how to cite the sources they have consulted correctly using our citing and referencing guides (MLA8). They design assignments that do not lend themselves to academic misconduct. The deadline policy of our school is strict (see assessment policy).

Teachers act as effective role models for their students by not providing candidates undue assistance, not leaving candidates unsupervised during an examination and acknowledging sources they use in class (for handouts, presentations etc.). Furthermore, our teachers respect academic integrity as well and cite their sources properly in their lesson materials.

By the librarian

The librarian provides candidates with guidance on study skills, academic writing, how to conduct research and how to acknowledge sources. He/She is familiar with the school's common conventions for citing and offers counselling for MLA8 citing and referencing. Therefore, the librarian offers academic integrity support to all students during the academic year. The librarian participates in the intense academic integrity workshop during the welcome week and supports homeroom teachers and the students. Therefore, the librarian collaborates closely with the Academic Integrity coordinator.

Students can get one-on-one writing advice and how to access online writing resources from the library.

By parents/guardians

Parents/guardians receive a detailed information on academic integrity and sign the academic integrity policy prior to starting an IB program at our school, which enables them to support their children in following our academic integrity policy. To avoid plagiarism or other forms of academic misconduct, they should support their children in careful planning of their assignments, the scheduling of work and encourage them to ask a teacher or the Academic Integrity coordinator for advice if they have difficulties. It is academic misconduct to help children with their assignments.

General information regarding academic integrity at HPC International School

Both students and parents/guardians sign our Academic Integrity policy prior to starting the IB DP and MYP. Parents are informed about all cases of plagiarism, collusion, duplication of work or misconduct concerning internal and external assessment.

They will be informed about minor violations of rules by teachers or, in more severe cases, by the IB DP/MYP coordinator.

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All relevant materials, such as the Academic Integrity policy, the MLA8 guidelines and the IBO's materials on academic integrity are shared with students and parents/guardians on *ManageBac* in the "Academic Integrity" folder as well.

This policy is consistent with IB expectations (International Baccalaureate Organization 2019).

Publication and revision

This policy will be published on our school website and is available in *ManageBac* and *OpenApply* for all new applicants.

This policy is revised annually in a process that includes all stakeholders.

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Bibliography

International Baccalaureate Organization (2019): Academic Integrity Policy.

International Baccalaureate Organization (2022): Conduct of the examination booklet.

HPC International School (2022): MLA8 Citation poster.

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Citing and Referencing

- MLA8 -

Books

Books with one author:

-Last name, first name. *Title of book*. Publisher, Publication date.
(Example: Lacey, Nick. *Introduction to Film*. Palgrave, 2005.)

Books with a title and subtitle:

-Last name, first name. *Title of book: Subtitle*. Publisher, Publication date.
(Example: Stewart, Ian. *Does God Play Dice?: The Mathematics of Chaos*. Blackwell, 1989.)

Books with 2 authors:

-Last name, first name (author 1) and first name last name (author 2). *Title of book*. Publisher, Publication date.
(Example: Eastaway, Rob, and Jeremy Wyndham. *Why do Buses Come in Threes?: The hidden mathematics of everyday life*. Portico, 2008.)

Books with 3 or more authors:

-Last name, first name (author 1), et al. *Title of book*. Publisher, Publication date.
(Example: Mumford, David, et al. *Indra's Pearl: The Vision of Felix Klein*. Cambridge, 2002.)

A certain edition of a book:

-Last name, first name. *Title of book*. Edition (ed.), Publisher, Publication date.
(Example: Bordwell, David, et al. *Film Art: An Introduction*. 11th ed., McGraw-Hill, 2017.)

For other cases:

-visit: <https://tinyurl.com/yc5fx5ze>

Periodicals

Article in a magazine:

-Last name, first name of author. „Title of article.“ *Title of magazine*, Day Month Year, pages.
(Example: Buchman, Dana. "A Special Education." *Good Housekeeping*, Mar. 2006, pp. 143-48.)

Article in a scholarly journal:

-Last name, first name of author. „Title of article.“ *Title of journal*, Volume (vol.), Issue (no.), Year, pages.
(Example: Bagchi, Alaknanda. "Conflicting Nationalisms: The Voice of the Subaltern in Mahasweta Devi's *Bashai Tudu*." *Tulsa Studies in Women's Literature*, vol. 15, no. 1, 1996, pp. 41-50.)

For other cases:

-visit: <https://tinyurl.com/425svw8y>

In-text citations:

An in-text citation is a short reference within your text that refers to the longer and detailed source in your list of sources. It either appears in brackets after the last sentence/word that comes from a source (Source) or it is embedded in your sentence, by using formulations such as „According to Source,..“

The in-text citation is always the first element of your entry in the list of sources, so just check how your list of source entry starts and put this element into the bracket.

Read more here: <https://tinyurl.com/4ct6eyst>

Websites

A whole website:

-Last name, first name of responsible person (if there is any). *Title of the website*, Name of the organization behind website (if available), Date of last website update, Link to website. Date of your access.
(Example: Felluga, Dino. *Guide to Literary and Critical Theory*. Purdue U, 28 Nov. 2003, www.cla.purdue.edu/english/theory/. Accessed 08 Mar. 2018.)

A page or an article on a website:

-Last name, first name of author (if available). „Title of article.“ *Name of website*, Publication date of article (if available), Link to article. Date of your access.
(Example: Fusco, Jon. „How to Use Trends in Filmmaking to Your Advantage.“ *nofilmschool*, 5 Mar. 2018, <https://nofilmschool.com/2018/02/how-use-filmmaking-trends-your-advantage>. Accessed 08 Mar. 2018.)

For other cases:

-visit: <https://tinyurl.com/rmvhpfbp>

Other multimedia sources

A film:

-*Title of film*. Directed by first name last name (of director), Studio, Publication year (of your version).
(Example: *Star Wars Episode IV: A New Hope*. Directed by George Lucas, Twentieth Century Fox, 1977.)

A YouTube video (or vimeo):

-Last name, first name (of creator of video, if available). „Title of video.“ *YouTube*, uploaded by Name of YouTube channel, Date of upload, Link to video. Date of access.
(Example: Cade, Simon. „Cinematic Film Look on a DSLR.“ *YouTube*, uploaded by DSLRguide, 23 Nov. 2015, https://youtu.be/l_0jn9l_DUo.)

A Netflix/Amazon Video/Maxdome series:

-„Title of episode.“ *Title of series*, season number, episode number, Production TV station (if different from streaming service), Date of first publication of episode*. *Name of streaming provider*, Link to episode. Date of access.
(Example: „The Big Game.“ *Modern Family*, season 5, episode 9, ABC, 4 Dec. 2013. *Netflix*, <https://www.netflix.com/watch/80018816>.)
*Name of Production TV station and Date of first publication of episode can be found via Google or on Wikipedia.

Online PDF:

-Last name, first name (of author). *Title of PDF*. Publisher, Date of Publication, Link to PDF.
(Example: Ascher, Steven, and Edward Pincus. *The Filmmaker's Handbook: A Comprehensive Guide for the Digital Age*. 4th ed., Plume, 2012, <https://guerillafilmsoldier.files.wordpress.com/2016/09/the-filmmakers-handbook.pdf>.)

For other cases:

-visit: <https://tinyurl.com/2p94yb68>

Direct quotes:

Direct quotes mean that you take over someone else's words 1-by-1. You indicate this by putting the quote into quotation marks, like this: „Quote quote quote“ (Source). Important: you need an in-text bracket directly after each quote! If you leave out or adapt anything within the quote, you must indicate this by putting your adaptations into square brackets at the right parts of the quote, like this: „Quote quote [adaption] quote quote [adaption]“ (Source)

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