**IB School Code: 052067**

**IB DIPLOMA PROGRAMME**

**AT TWS(JIAXING)**

**Academic Integrity Policy**

2022-2023

Academic Year

**IB Mission Statement**

The International Baccalaureate Organization aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end the organization works with schools, governments and international organizations to develop challenging programs of international education and rigorous assessment.

These programs encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right ([www.ibo.org](http://www.ibo.org)).

**IB Learner Profile**

**The aim of all IB programmes is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world.**

**IB learners strive to be:**

**Inquirers**

We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.

**Knowledgeable**

We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.

**Thinkers**

We use critical and creative thinking skills to analyze and take responsible actions on complex problems. We exercise initiative in making reasoned, ethical decisions.

**Communicators**

We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.

**Principled**

We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.

**Open-minded**

We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.

**Caring**

We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world arounds us.

**Risk-takers**

We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.

**Balanced**

We understand the importance of balancing different aspects of our lives – intellectual, physical, and emotional – to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.

**Reflective**

We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

**(**[**www.ibo.org**](http://www.ibo.org)**)**

1. **SCHOOL PHILOSOPHY AND ACADEMIC INTEGRITY**
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8. **SCHOOL PHILOSOPHY AND ACADEMIC INTEGRITY**

At Tongwen School (Jiaxing), we take very seriously the core value of our mother institution, the Peking University, of “Ensuring quality and pursuing excellence”.

For our institution to “ensure quality” of learning, the highest standards of academic integrity are necessary. Only an institution that has the highest standards against cheating or any kind, can provide the assurance of quality for the students and for the institutions that are to accept our diplomas. Without the standards and policies that will be explained below, quality would be unreliable and would depend upon the ethical standards of the individual student.

For our community to “pursue excellence”, proper credit needs to be given to those who have produced the work in the first place. Academic excellence requires not only talent and commitment but also moral integrity and a sense of honour. This honour and integrity are reflected in the way we give full credit to authors, creators and researchers.

1. **ACADEMIC HONESTY FROM THE IB DIRECTIVES**

Academic misconduct is a behaviour that results in or may result in, the student or any other student gaining an unfair advantage (or behaviour that disadvantages other students) in one or more assessment components. Unfortunately, in every Diploma Programme examination session, there are students are investigated for alleged ‘academic misconduct’. Cases such as:

* **Plagiarism** – defined as the representation, intentionally or unwittingly, of the ideas, words, or work of another person without proper, clear, and explicit acknowledgment. The use of translated materials, unless indicated and acknowledged, is also considered plagiarism.
* **Collusion** – defined as supporting malpractice by another candidate, as in allowing one’s work to be copied or submitted for assessment by another.
* **Duplication of work** – defined as the presentation of the same work for different assessment components and/or diploma requirements.
* Any **other behaviour** that gains an unfair advantage for a candidate or that affects the results of another candidate e.g. falsifying a CAS record, misconduct in an exam room.
* **Misconduct** during an IB examination includes taking unauthorised material into an examination room, disruptive behaviour, and communicating with others during the examination.
* **Communication about the content of an examination** 24 hours before or after the examination with other outside their school community is also considered a breach of IB regulations.

It is most important that all students complete all assessment tasks in accordance with these principles.

1. **RIGHTS AND RESPONSIBILITIES**

**DP COORDINATOR**

At TWS(Jiaxing), the DP Coordinator is expected to:

* Ensure that everyone understands academic honesty and the consequences for the students if they engage in academic misconduct.
* Ensure that the school’s Academic Integrity Policy is aligned with IB expectations.
* Ensure that the teachers, students and the parents are aware of IB requirements concerning academic honesty.
* Agree with IB teachers on an internal calendar of all due dates for the submission of the students’ assessment material.
* Ensure the students and invigilators are provided with relevant information about examination regulations.
* Establish the calendars for assignments.
* Conduct regular meetings with faculty members to verify that all parties have a clear understanding of IB expectations.
* Ensure that the policies and procedures are transparent and easily available to all parties, including teachers, students and parents.
* Organise regular introductions with the parents.
* Provide teachers with effective training opportunities.

**Extended Essay (EE) COORDINATOR**

At TWS(Jiaxing), the EE Coordinator is expected to:

* Ensure that each EE supervisor and student understands clearly the IBO expectations regarding academic integrity.
* Agree with EE supervisors on an internal calendar of all due dates for the submission of the students’ extended essays.
* Provide information on ways to acknowledge sources in the extended essay.
* Plan regular meetings with the supervisors to verify that all of them have a clear guidance and understanding.

**LIBRARIAN**

At TWS(Jiaxing), the librarian also takes the role of teaching Academic Honesty classes for all high school students. The duty includes:

* To guide students to become familiar with the research process.
* To teach students the fundamentals of academic honesty.
* Provides guidance to the students throughout their academic path.
* Provides students with a vital resource in conducting teaching and learning of specific conventions.

**SUBJECT TEACHERS**

At TWS(Jiaxing), subject teachers are expected to:

* Talk to the students about academic dishonesty and how to properly write an essay, a research paper or prepare an assessment.
* Give clear instruction for assignments and provide guidance to the students on how to correctly quote sources.
* Be cautious in noticing that the students’ writing style or content which are beyond their usual ability.
* Read the final version and check the authenticity of any work submitted to IBO. (IA, EE, TOK, and etc.)
* Be encouraged to use Turnitin when checking students’ work.
* Although the students are ultimately responsible for ensuring that all the work submitted for assessment is authentic, it is also the responsibility of each teacher to confirm that, to the best of his/her knowledge, all the students’ work is authentic.
* Be the models of academic integrity.

**STUDENTS**

At TWS(Jiaxing), all the students are required to:

* Read, understand and become familiar with the rules of Academic Integrity Policy, as well as all the IBO rules and regulations documents.
* Ensure all the work submitted is their own work.
* Ensure all the sources are fully and carefully acknowledged, including the ones taken from the websites, audio-visual, emails, CDs, photographs, graphs, and etc.
* Submit their work to Turnitin if required by the subject teachers or DP Coordinator.
* Respect any deadline given by the subject teachers or IBO.
* Make proper use of a citation style. At TWS(Jiaxing), we have adopted the standards set forth by the Modern Language Association (MLA).
* Be ultimately responsible for ensuring that all the work submitted for assessment is authentic.
* Sign a Declaration of Authenticity Form, before submitting the work to IBO.

**PARENTS**

At TWS(Jiaxing), we have a close and transparent relationship between the teachers, school administrations and parents. Parents can play a very important role in supporting and helping their children achieve their full potentials and acting with honesty by:

* Read and become familiar with the Academic Integrity Policy and all IBO documents related to the IB Diploma rules and regulations.
* Supporting the teachers and administrations in talking to their children about the importance of academic honesty.
* Cooperate with the school in case their child is found to be academic dishonest, either intentionally, or by inappropriate documentation of sources.

TWS(Jiaxing) also articulates responsibilities for teaching a variety of practices related to academic integrity, and reflects its five fundamentals:

* **Honesty**: Students take ownership of their learning and give credit to help received from their peers or any other external sources. Students avoid dishonest conduct such as cheating and plagiarism.
* **Trust**: Upholding faculty and students to a high standard of academic honesty creates trust in the credibility of diploma conferred by TWS(Jiaxing) from higher education institutions.
* **Fairness**: Students are discouraged from gaining an undue advantage in learning by taking credit from the works of others. Giving credit where credit is due fosters fairness and recognizes originality.
* **Respect**: Giving credit for other people’s work shows respect for the time, efforts, and resources that are committed to producing original work.
* **Responsibility**: Students and teachers each have their responsibilities in ensuring academic integrity. It is the school’s responsibility to upload its members to internationally acknowledged standards of academic integrity.

1. **ACADEMIC HONESTY POLICIES OF TWS(JIAXING) DP PROGRAMME**

TWS(Jiaxing) strives to educate students who produce genuine work with integrity. Embracing the act of honesty while frowning upon the acts of dishonesty is a principle that we actively promote within the school community.

Students are responsible for asking for clarification if in doubt about what is acceptable practice. Teachers are responsible for being clear about what acceptable collaboration looks like for each assignment.

In order to comply with the regulations, the school administration, coordinator, and teachers must provide information to students on the significance of academic honesty, and acts of malpractice. It is expected that all students at TWS(Jiaxing) will exhibit the highest standards of academic honesty.

The essential **practices of Academic Honesty** are:

* Make clear which words, ideas, images, and works are not your own (including maps, charts, musical compositions, movies, computer source codes, and any other material). For example, teachers from all subject, especially language, TOK, and EE teachers, will be able to introduce the concepts such as the definition of plagiarism, the ways of using quotations, develop confidence in your own words, how to avoid plagiarism (avoid accidental plagiarism), detecting plagiarism and copying (use of turn-it-in), citation and reference, writing out references, and homework attached to these concepts.
* Give credit for copied, adapted, and paraphrased material.
* When using text, make clear where the borrowed material starts and finishes.
* All sources cited in the text must also be listed in the bibliography (or reference list/list of works cited) and all sources listed in the bibliography (or reference list/list of works cited) must be cited in the text.
* Cite your sources so that readers can find them; if you cannot state the origin of the source it is probably better not to use it. (Academic Honesty in the DP, IB)

**Academic malpractice** includes but is not limited to:

* Copying other’s homework or allowing others to copy from you.
* Cheating on assignments, quizzes or tests by giving or receiving questions or answers.
* Using unauthorised materials (e.g. calculators, laptops/cell phones/watches or notes) to complete an assignment or exam.
* Access, without permission, a test before it is given.
* Plagiarism:
* Borrowing the work or ideas of another person without giving them proper credit whether or not the source copied has been published. One gives proper credit by citing the original source in a way that is recognized as a legitimate citation. At TWS(Jiaxing), the high school has adopted the standards set forth by the MLA.
* Using outside sources such as tutors, paid organisations or the Internet to complete assignments in part or in whole, write papers or produce projects for you and submitting as your own without acknowledging.

To this end, each year teachers till go over the Policy for academic honesty. To make sure the School Academic Integrity Policy is:

* Aligned with the School and IB statement and philosophy
* Understood by the whole school community
* Primarily the responsibility of both students’ and teachers’
* Supported and assisted by parents
* Effective in a safe environment that allows students to make mistakes and learn from them
* Equipped with age-appropriate instructions and examples, which are provided by our subject teachers from their previous student home works. TOK, EE, and language teachers will offer more detailed instructions regarding age-appropriate instructions based on their subject and assessment requirements.
* Incorporated with fairness and rights to students should any suspected breaches happen
* Designed with reviews and follow-ups

The auditing of cases of academic dishonesty, including but not limited to plagiarism, cheating during tests, allowing another student to copy work, and helping to hide another student’s academic dishonesty, will be dealt with strictly with serious consequences.

The consequences for academic dishonesty in the IBDP may result in removal from the programme. Additional consequences will be consistent, and this is the aspect built into collaboration meetings and staff meetings. To help students to be more accurate in their referencing of materials, TWS(Jiaxing) has constructed an MLA citation guide.

1. **PROPER ACTS OF CONDUCT COMMITMENT**

Depending on the severity of the violations, consequences will differ. TWS(Jiaxing) will expect candidates to accept the outcome of violating the rules, and a signed commitment by DP candidate students will be in place for the school before they start the programme.

**Actions for Academic Malpractice**

1. When the teacher suspects that a student may have violated academic integrity standards, he/she will have a conversation with the student.
2. The teacher reports the situation to the department head, then inform the following personnel: IBDP Coordinator, and the Head of School.
3. The student will be required to talk to the above-mentioned teachers to better understand the specific circumstances of academic misconduct. Once the academic misconduct is confirmed, the following steps will be initiated:

**Step 1**: The student must re-complete the homework in accordance with the standards set by the teachers. After the homework is completed, the teacher may adjust the evaluation criteria and grades appropriately. If a student does not use this opportunity to fully demonstrate his or her understanding to gain an improper advantage, his/her performance may be negatively affected.

**Step 2**: the school informs the parents or interviews the parents.

**Step 3**: This situation will be recorded on Managebac.

**Step 4**: The student writes reflections and talk to the IBDP Coordinator.

*How to deal with the recurrence of academic misconduct?*

The recurrence of academic misconduct will be handled in accordance with the first procedure. In addition, the following measure will be taken:

**Step 5**: Parents will have an interview with the IBDP Coordinator and the Head of School.

**Step 6**: The Academic Honesty Committee may meet with the student to determine further measures.

*How to deal with the third (and following) occurrences of academic misconduct?*

**Step 7**: The school will inform the parents of this situation and possible consequences:

1. Cancel the qualification to obtain homework grades, course credits or diploma;
2. Stay in school for inspection;
3. Suspension.

**Step 8**: The Academic Honesty Committee will interview the student. The committee will recommend a solution to the IBDP Coordinator and the Head of School.

**Step 9**: The Head of School will make the final decision and inform the student and his/her parents.

*Intellectual Property*: Awareness of ‘forms of intellectual and creative expressions must be respected and are normally protected by law’. For example, citation and acknowledgement of sources are a crucial part of assignments.

*Authentic Authorship*: it ‘based on the student’s individual and original ideas with the ideas and work of others fully acknowledged’. Proclaiming that all work of the student is authentic is an ultimate statement that will subsequently result in severe consequences is detected otherwise.

TWS(Jiaxing) strives to create a learning atmosphere of mutual help in the classroom. If students feel that they are not adequately prepared for exams or cannot hand in their homework on time, the teacher will encourage them to tell the truth and tell the teacher their real ideas. In this way, we not only hope to improve the knowledge and ability of students, but also cultivate their good character. For students, acknowledging their temporary shortcomings, accepting unsatisfactory test results gladly, and striving to score higher in the next test is far better than using the above-mentioned academic misconduct opportunistically, because doing so is disrespectful to the learning process, classmates and teachers.

The MLA citation guide can be found in the Teacher Resources section of the TWS(Jiaxing) Student Planner.

TWS(Jiaxing) uses a variety of software to check student work with may cause suspicion. (Turnitin.com), etc.

We abide strictly by the Guidelines of the IB’s Academic Honesty Policies.

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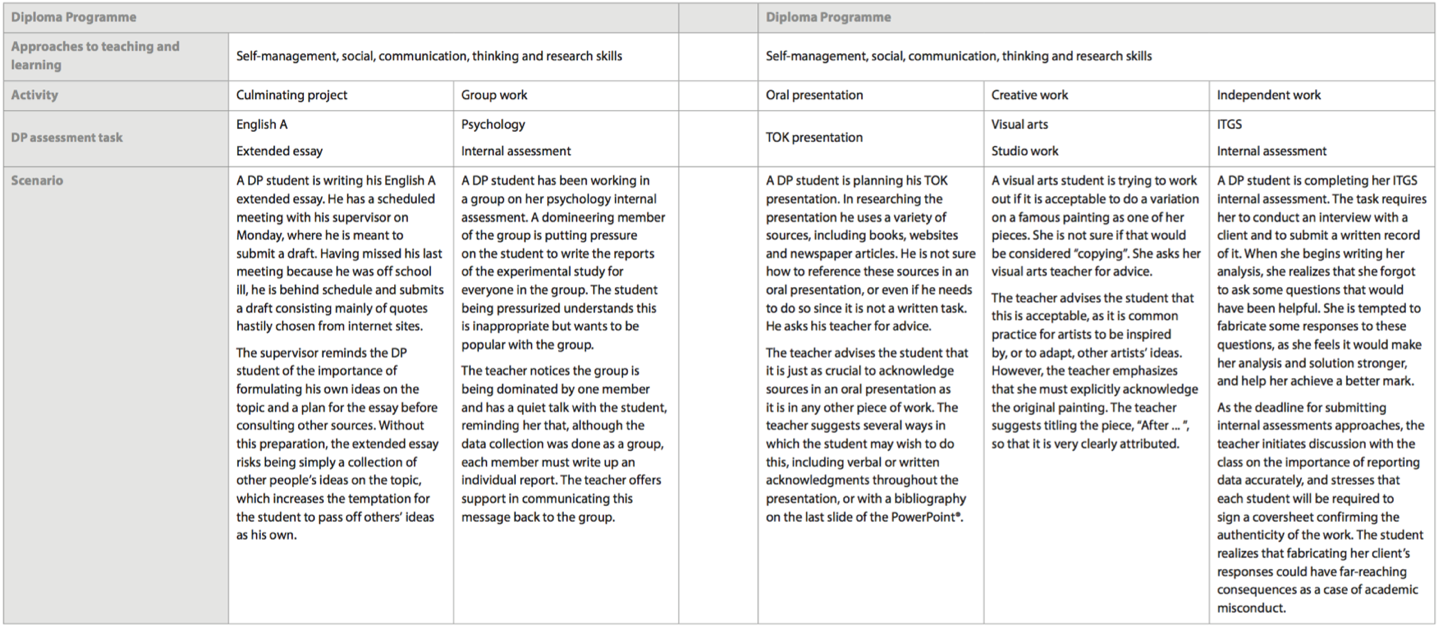
国际部副校长（Deputy Head of School）

& IBDP协调员(IBDP Coordinator)

Edited on 1st September, 2022

**APPENDIX**

Some case studies of academic honesty in DP courses are as follow:



(Guideline to Academic Honesty Policy, IB)

**References**

*Various IB publications have been used in the preparation of these information booklets:*

1. *Guideline for Developing a School Language Policy 2008*
2. *Academic honesty in the Diploma Programme (My IB)*
3. *Academic honesty in the IB educational context 2014 (My IB)*
4. *Are you completing your IB assignments honestly? (My IB)*
5. *Academic Honesty: Guidance for Schools*
6. *Candidates with Special Assessment Needs*
7. *Diploma Program Assessment: Principles and Practice*
8. *IBO Policy and Rules for use of IBO Intellectual Property Rules for authorised schools: Diploma Programme General regulations: Diploma Program Standards and Practices*
9. *IB Learner Profile Booklet*
10. *Handbook of procedures for the Diploma Programme 2022*
11. *Programme standards and practices (For use from 1 January 2014)*