Academic Integrity Policy

IBDP 2025-2028

German International School Riyadh (DISR)

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1. Rationale of this policy

According to our mission statement, we prepare our students fundamentally for their professional lives after school, which includes a variety of career paths. We are aware that being and remaining lifelong learners who are well-prepared for the challenges and responsibilities of principled adult citizenship, builds on the importance of academic integrity, which is an integral element of personal growth. In doing so, we engender moral responsibility and uphold academic values, which include integrity, honesty, and respect for the work of others.

The purpose of this policy is to...

- ... help students understand the meaning of academic integrity,
- ... define malpractice and announce measurements taken against it,
- ... communicate the responsibilities of all the members of our school – students, teachers, and parents – to ensure that the work done adhere to ethical principles,
- ... promote a culture of academic integrity among all members of our school.

2. Defining Academic Integrity

The Academic integrity policy defines academic integrity in the International Baccalaureate (IB) as “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”. (Academic Integrity, 2019)

Students must submit for internal or oral assessments an **authentic piece of work** based on the student’s unique and original ideas with the ideas and work of others fully acknowledged by using the **APA referencing format**.

Example:

Within the text:	"Through others, we become ourselves" (Vygotsky, 1978, p. 102).
Within the references:	Vygotsky, L. S. (1978). *Mind in society: The development of higher psychological processes*. Cambridge, MA: Harvard University Press.

3. Defining Malpractice

The Academic integrity policy defines academic misconduct as a "deliberate or inadvertent behaviour that has the potential to result in the student, or anyone else, gaining an unfair advantage in one or more components of assessment. Behaviour that may disadvantage another student is also regarded as academic misconduct." (Academic Integrity, 2019)

Examples of Malpractice:

- **Plagiarism** is when the student submits the work of another person for internal or external assessment as their work without proper, clear, and explicit acknowledgment. Using translated materials is also considered plagiarism unless indicated and acknowledged.
- **Collusion** is when a student supports academic misconduct, allowing one's work to be copied or submitted for assessment by another candidate.
- **Misconduct** is when the student takes unauthorized materials into an examination, behaves disruptively, or communicates with others during the exam.
- **Duplication of work** is when presenting the same essay for different assessment components.
- Other behavior that gains an unfair advantage for a student or that affects the results of other students such as:
    - Have any book, or notes in one's possession, apart from the materials permitted for the exam.
    - Having in one's possession an electronic device during the examination, including mobile phones and electronic dictionaries, apart from approved calculators.
    - Leaving materials in toilets or other storage areas for inappropriate access during examinations.
    - Not complying with the instructions of the invigilator during the examination.
    - Disclosing or discussing the content of an examination paper with a person outside the immediate school community within 24 hours of the end of the examination.
    - fabrication data for an assignment.

4. Measurements against Malpractice

4.1 Measurements against plagiarism

Works submitted for internal or external assessment will be uploaded to PlagScan (https://www.plagscan.com) by the subject teacher to check for plagiarism. A plagiarism score above 15% will be considered plagiarism and will neither be assessed internally nor uploaded for external assessment.

It is the choice of the school whether to allow the student to amend the work on the condition that the submission complies with the IB deadlines. If the concession to amend the work is not granted by the school, then this work "should be awarded an "F" on the IB internal assessment mark entry system or marked as non-submission 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." (Academic Integrity, 2019)

4.2 Measurements against malpractice other than plagiarism

"If a student is found to be in breach of regulations, the school must contact the IB within 24 hours of the examination to report the incident. Students should be allowed to 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." (Academic Integrity, 2019) Any evidence, such as photographs of unauthorized materials, must be included with the report. Upon review of the report, the IB will contact the school to inform them about the next investigation stage.

Malpractices are not confined to candidates only. Improper practices conducted by the program coordinator or an invigilator must also be rewarded to the attention of the **Final Award Committee. The Final Award Committee** is the body that formally awards the IB DP/CP certificates.

The following are examples of improper practices by a coordinator of an invigilator:

- The unauthorized rescheduling of final examinations,
- Failing to keep the examination papers secure,
- Opening examination paper packets before an examination,

- Assisting a student in the production of any work (whether written or oral) that contributes to the assessment requirements of the Diploma Programme
- Leaving candidates unsupervised during an examination,
- Allowing additional time in the examination without the approval of the IBO,
- Releasing an examination paper or otherwise disclosing information about the content of a paper within 24 hours of the end of the examinations.

5. Roles and Responsibilities

5.1 School Management

The school management ensures that the academic integrity policy is applied fairly and consistently. The school management must guarantee that the teachers get regular professional development so that the teaching staff knows the expectations and consequences of malpractice. At the beginning of the school year, the school principal makes sure that the program coordinator hands the academic integrity policy to the teaching staff of the IBDP, the students, and their parents.

The school management offers a preparatory course for writing research papers in grade 10. This course aims to prepare students of grade 10 for the subject Extended Essay in the IBDP, in which academic integrity is an integral part.

5.2 Programme Coordinator

The program coordinator will communicate the academic integrity policy at the beginning of each school year with the teaching staff, students, and parents. A parents' evening will be held twice a year. The focus of both meetings will be the importance of academic integrity and the consequences of malpractice. To acquaint the students with academic integrity, the coordinator will communicate this policy at the end of grade 10 during the IBDP preparatory phase. The coordinator offers professional development training for the students and the teaching staff at the beginning of the school year. The coordinator will immediately notify the IB of any breach of IB regulation and support the IB in any investigation.

5.3 Teachers‘ Responsibilities

The teachers set clear assessment criteria for assignments and guide students on correct citations. They consistently emphasize the importance of academic integrity and communicate malpractice consequences. The teachers serve as role models by submitting correctly referenced materials.

The IBDP teachers are appointed and required to review students' work for violations of academic integrity. In particular, it is the responsibility of teachers to be alert for discrepancies in the candidate's writing style, including work that is too mature, too error-free, or at an advanced academic level relative to the candidate. Teachers read and check the candidate's work for authenticity before submission to the IB examiners. This applies to all internal and external DP examinations. Teachers are encouraged to use the school's anti-plagiarism software.

5.4 Students‘ Responsibilities

We expect our IBDP students to support our school, program coordinator, and teachers in adhering to the academic integrity regulations and the students are expected to:

- Complete all assignments, examinations, and research papers honestly,
- Give credit to used resources in all work submitted to the IB for assessment in written and oral materials,
- Refuse to receive non-permitted assistance in the completion or editing of work, such as from friends, relatives, other students, private tutors, artificial intelligence,
- Report acts of misconduct to their teachers or program coordinator,
- Submit a signed candidate consent. (see Appendix I)

6. Sources used

- Academic Integrity Policies from German Foreign Schools in Jeddah (KSA), Ho Chi Min (Vietnam), Doha (Qatar), Addis Abeba (Ethiopia) and Sharjah (UAE).
- IBO, Academic Integrity Policy, 2019 (updated 2023).

7. Appendix

DIS Riyadh Honour Code

STUDENT to sign and date:

I certify that ALL of the following are true:

I have read and understand the German International School Riyadh IB Academic Integrity Policy and I will always follow the DISR Academic Integrity including, but not limited to:

1. I promise to acknowledge any help from another person, any quotations and/or information paraphrased or translated from any source. I will document all source material in an agreed manner. I will not hand in work that has been produced by someone else.

2. I know what constitutes plagiarism, duplication of work and collusion and the consequences regarding them. If unsure about whether something constitutes plagiarism, duplication or collusion I will ask my teacher before submitting any work. I will abide by IB rules.

3. I will not take material into an examination room unless authorized by the teacher.

4. I will not copy information or communicate with another student during examinations.

5. I will not behave disruptively during examinations.

6. I will not steal examination materials or disclose of information about the content of an examination paper within 24 hours after a written examination.

7. In case of occurrence, I know these incidents will be recorded in my student file.

_____	_____	_____
Student Name (printed)	Student Signature	Date

As the parent/guardian(s) of an IB student I have read and agree to the student Honour code listed above.

_____	_____
Parent/Guardian(s) Signature(s)	Date

A copy of this policy will be shared with the parents of the IBDP students in the first parents' meeting in September of the respective school year.