

# Bucharest – Beirut International School

## Academic Honesty Policy

## **BBIS Mission**

***Our mission is to build a knowledgeable, self-confident and principled student who is willing to take risks and face up challenges, urged by curiosity, integrity and passion for learning.***

***As educators, it is our responsibility to encourage our students to be caring, thoughtful and respectful, to become open-minded global citizens and promote multicultural understanding.***

### **WHAT IS ACADEMIC HONESTY?**

Academic honesty must be understood as essential aspect of educational process comprising teaching, learning and assessment. It aims at developing a set of values based on honesty and integrity, respect for others and taking responsibility for their own decisions.

***Intellectual property*** and ***authenticity*** are two of the basic concepts that students should value as they are strongly connected to the academic honesty.

The World Intellectual Property Organization (WIPO) defines the concept of intellectual property as a way of personal expression and creativity as it is quoted: *“intellectual property refers to creations of the mind: inventions; literary and artistic works; and symbols, names and images used in commerce. Intellectual property is divided into two categories:*

***Industrial Property*** includes patents for inventions, trademarks, industrial designs and geographical indications. ***Copyright*** covers literary works (such as novels, poems and plays), films, music, artistic works (e.g., drawings, paintings, photographs and sculptures) and architectural design. Rights related to copyright include those of performing artists in their performances, producers of phonograms in their recordings, and broadcasters in their radio and television programs.” (<http://www.wipo.int/about-ip/en/>)

The IB principles infer that each student should create original pieces of work using personal concepts and vocabulary and if any “ideas or work of another persons are represented within the candidate’s work, whether in the form of direct quotation or paraphrase , the source(s) of those ideas or the work must be fully and appropriately acknowledged.” (*Academic Honesty in the IB Educational Context, August 2014*).

## **WHAT IS MALPRACTICE?**

Our students receive instructions in both academic and personal honesty, learning how to clearly and deeply highlight the difference between honesty and dishonesty.

Academic dishonesty or malpractice involves:

- plagiarism – presenting another person’s work/property , ideas, graphs, images ,music or any other materials from any sources , without mentioning them
- paraphrasing – writing in the student’s own words about a material without mentioning the source
- duplication of work – copying another student’s work for different assessments /school requirements and presenting it as being his/her own
- collusion - allowing another student to copy someone’s own work or copying the work of another student and putting his/her name on it as if it were their own
- fabrication – creating false data or citations
- misconduct during an examination/test that gains an unfair advantage or affects another student’s results such as possessing unauthorized materials or communicating with each other without permission

## **ROLES AND RESPONSIBILITY OF TEACHERS**

Teachers will make sure that all the information concerning malpractice and the provision of the academic honesty policy will be presented to all students before they begin each academic year and continuously reminded throughout the whole year.

Teachers must:

- make students understand the bad impact of dishonesty on their learning process
- make students aware of the risks and consequences of academic dishonesty
- be vigilant enough to notice the unexpected changes in student’s work and behaviour
- guide students to learn from their own mistakes that come up as a consequence of cheating and plagiarizing
- differentiate between collaboration and collusion
- require students to use search engines for detecting plagiarism
- check and read each student’s work to ensure their authenticity before submission
- teach students the proper way to cite research and other people’s work they use in their assignments

## **RESPONSIBILITY OF STUDENTS**

Students learn what decent and honest behaviour means inside and outside school premises, in relation to each other, to teachers, to other members of our school community. So, they learn how to respect their own work and others' equally, trying their best to be proud of their own efforts.

Students must:

- know and understand what academic honesty and malpractice imply
- ensure that all their work is original before submission
- acknowledge the consequences they will undergo if they infringe the regulations
- learn how to use citations in their work correctly, involving also internet resources and when to appeal to teachers' guidance
- inform any staff member if a case of cheating and plagiarism takes place
- prevent any misconduct that could be considered as malpractice
- acknowledge the consequences for malpractice, comply with them and sign the *BBIS Academic Honesty Statement*

## **RESPONSIBILITY OF PARENTS**

At BBIS we believe that the student's education cannot be carried out without the support of their parents.

Parents must:

- know the regulations of BBIS Academic Honesty Policy
- encourage their children to follow and practice academic honesty
- collaborate with the school in case of any malpractice incidents
- understand that academic infringement can lead to very serious offences that can have a bad influence on their child's education

## **CONSEQUENCES OF MALPRACTICE**

Students "are responsible for ensuring that the final version of any work is authentic" (*Handbook of Procedure for the Diploma Program, IBO, 2013*).

Despite our staff's efforts to ensure that all students follow the Academic Honesty principles, cases of malpractice may occur. Hence, the subject teacher together with the School Academic Coordinator will investigate the incident according to its severity, and the following steps will be taken:

### First Offence

- Student will take 0 (zero) for the assignment in question
- Teacher will meet with the student to find out the reason for the malpractice and remind the student the principles of academic honesty
- Parents are to be informed about the incident and its consequences via a discipline letter
- The malpractice will be added to the child's school records and the discipline letter will be filed

### Second Offence

- Student will take 0 (zero) for the assignment in question
- The behaviour mark will be lowered
- One day in-school detention will be applied
- Mandatory meeting with parents, teacher, student and School Academic Coordinator to discuss the gravity of the incident and the steps that will be taken to ensure that the incident will not be repeated
- A discipline referral must be signed both by the student and parents
- The malpractice will be added to the child's school records and the discipline referral will be filed

### Third Offence

- Student will take 0 (zero) for the assignment in question
- The behaviour mark will be lowered
- As a result of repeated malpractice the student will receive a two day school suspension
- School Academic Coordinator and Head of School will meet with the student's parents in question
- Parents must sign a discipline statement in which they will be notified that they will have to take in consideration their child's withdrawal for the next academic year
- The malpractice will be added to the child's school records and the discipline statement will be filed

## **Consequences for malpractice for teachers**

Teachers will be held accountable for any breach of their roles and responsibilities listed above.

- A disciplinary commission will be immediately summoned to investigate about the case and any breaking of the school Academic Honesty Policy will be followed by drastic sanctions.

### Consequences of malpractice of the IB Diploma students

In cases of academic infringement of DP students, the investigation, the steps and the consequences will be carried out as outlined in:

- *Diploma Programme - Diploma Programme Assessment Procedure, IBO, 2018*
- *Diploma Programme - Academic Honesty, IBO, August 2009*
- *Academic Honesty in the IB Educational Context, IBO, August 2014*

## **CONCLUSION**

Our school emphasizes the importance of academic honesty and how to ensure it in practice, help students learn from their own mistakes and guide them to become principled, reliable and responsible life-long learners.