

Academic Integrity Policy

Reviewed Feb 2026

IB learners strive to be **“principled”** (*IB learner profile* -revised version August 2013): *‘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’.*

At Bucharest Beirut International School (BBIS), academic integrity is fundamental to our identity as an IB World School and to our mission of developing principled, responsible, and reflective learners. Academic integrity is not merely a set of rules governing assessment; it is a core educational value that underpins teaching, learning, and evaluation across all programmes — the Primary Years Programme (PYP), Middle Years Programme (MYP), Diploma Programme (DP), and Career-related Programme (CP).

The International Baccalaureate defines academic integrity as a guiding principle in education and a conscious choice to act in a responsible manner so that others can trust us. At BBIS, this principle is embedded in our daily academic practice and in our commitment to honesty, trust, fairness, respect, and responsibility.

What is academic integrity?

Academic integrity requires students to produce authentic work, to acknowledge the ideas and contributions of others, and to respect intellectual property. Intellectual property, as defined by the World Intellectual Property Organization (WIPO), refers to creations of the mind, including literary and artistic works, inventions, designs, symbols, and images. Respecting intellectual property is central to maintaining fairness and credibility in academic work.

In all programmes, students are expected to:

- Produce work that genuinely reflects their own understanding and effort.
- Clearly and appropriately acknowledge all sources, including texts, images, data, interviews, and digital or AI-assisted contributions.
- Use technology responsibly and ethically.
- Accept responsibility for the authenticity of the final version of all submitted work.

Academic integrity ensures that assessment is fair and valid, providing an accurate reflection of a student's achievement. It also prepares students for higher education, professional environments, and responsible global citizenship.

At BBIS, academic integrity is a shared responsibility among students, teachers, coordinators, parents, and school leadership. Through explicit instruction, consistent expectations, and principled action, we foster a culture in which honesty is valued, original thinking is celebrated, and ethical decision-making is practiced.

Core Principles of Academic Integrity

Across all programmes (PYP, MYP, DP, CP), academic integrity at BBIS is built on five key principles:

1. **Authenticity** – Producing work that is genuinely one's own
2. **Acknowledgment** – Properly crediting all sources (texts, images, data, interviews, AI tools)
3. **Fairness** – Ensuring equal opportunity in assessment
4. **Responsibility** – Owning one's learning and actions
5. **Respect** – Valuing the intellectual contributions of others

Understanding Academic Misconduct

The IB defines academic misconduct as behaviour (deliberate or inadvertent) that results in, or may result in, an unfair advantage.

Academic misconduct at BBIS includes:

- **Plagiarism** – Presenting another person's ideas, words, work, data, images, or creations as one's own without proper acknowledgment
- **Collusion** – Supporting another student's academic misconduct (e.g., allowing copying)
- **Duplication of work** – Submitting the same work for different assessment components
- **Falsification** – Fabricating data, citations, or records
- **Unfair practice** – Sharing passwords, altering grades, impersonation, unauthorized materials
- **Examination misconduct** – Unauthorized communication or materials during assessments
- **Improper AI usage** – Presenting AI-generated work as one's own without clear acknowledgment

It is understood that when a student submits work under their name, they are declaring it authentic.

Intellectual Property and Citation

BBIS recognises the definition of intellectual property as creations of the mind (WIPO). Respecting intellectual property is central to academic integrity.

Why We Cite:

- To show respect for others' work
- To allow verification of information
- To distinguish original ideas from sourced material
- To build credibility

What Must Be Cited:

- Direct quotations
- Paraphrased ideas
- Images, audio, video, artwork
- Data and statistics
- Interviews and lectures
- AI-generated contributions

Citation Style

BBIS uses **MLA (Modern Language Association)** as the standard referencing style unless otherwise required (e.g., APA in sciences for DP).

Students must:

- Include in-text citations
- Provide a Works Cited page
- Verify accuracy of auto-generated citations
- Clearly state AI usage

Improper or incomplete citation—even if accidental—may constitute academic malpractice.

Ethical Use of Artificial Intelligence (AI)

AI tools (e.g., ChatGPT, Grammarly, translation software, DALL·E) may support learning when used ethically.

Permissible Use (with teacher guidance):

- Brainstorming
- Planning outlines
- Grammar checking
- Language support
- Idea clarification

Unacceptable Use:

- Submitting AI-generated content as one's own
- Copying AI responses without citation
- Fabricating data using AI
- Using AI in IB assessments unless explicitly permitted
-

AI Citation (MLA Example Format):

Include:

- Organization
- Tool name
- Version
- Date used
- URL

Example:

OpenAI. *ChatGPT*. Version 4, 11 Aug. 2025, <https://chat.openai.com>.

Programme-Specific Expectations

Primary Years Programme (PYP)

Academic honesty is developmentally taught.

Academic Honesty Expectations by Grade Level

- Early Years: I can share where I got my ideas.
- Grade 1: I can share where I got information with help.
- Grade 2: I can independently share my sources.
- Grade 3: I can use my own words and cite one source.
- Grade 4: I can cite multiple sources.
- Grade 5: I can cite multiple print and online sources independently.

There are no formal academic consequences before Grade 4.

Grade 5 students sign an Academic Honesty agreement for the PYP Exhibition.

Middle Years & Diploma / Career-related Programmes (MYP–DP/CP)

Students are fully responsible for authentic work.

DP/CP students must:

- Ensure final submissions are authentic
- Retain drafts and research notes

- Submit work to plagiarism detection tools if required
- Follow IB regulations during assessments

IB examinations follow strict IB procedures and reporting requirements.

Shared Responsibilities

Students

- Submit authentic work
- Cite all sources (including AI)
- Seek clarification when unsure
- Report misconduct responsibly

Teachers

- Explicitly teach citation skills
- Model academic integrity
- Monitor authenticity
- Use plagiarism detection tools
- Distinguish collaboration from collusion

Coordinators (PYP, MYP, DP/CP)

- Ensure policy understanding
- Investigate suspected misconduct
- Apply IB-aligned procedures

Parents

- Support ethical behaviour
- Understand school expectations
- Collaborate in case of concerns

Procedures for Investigating Suspected Misconduct

1. Teacher identifies concern.
2. Programme Coordinator investigates.
3. Student is given opportunity to respond.
4. Determination is made (infringement vs misconduct).
5. Parents informed where appropriate.
6. Documentation placed in student record.

In serious DP/CP cases, IB procedures are followed.

Consequences

Consequences are tiered according to intent, age, and recurrence.

PYP (Grade 5)

First incident:

- Correction opportunity
- Reflection session
- Parents informed

Second incident:

- No correction opportunity
- Parent meeting
- Commitment letter

Third incident:

- Suspension (Head of School decision)

MYP–DP/CP

First Minor Offense:

- Learning conversation
- Revision opportunity
- Parent informed
- Record kept

First Major Offense:

- Grade of zero
- Reflection form
- Parent meeting
- Monitored submissions

Second Offense:

- Academic warning
- Possible suspension of credit
- Restricted privileges

Repeated or Severe Offense / IB Exam Misconduct:

- IB protocol followed
- Possible loss of IB Diploma/CP eligibility
- Academic probation or withdrawal
- Possible suspension or expulsion

Promoting a Culture of Integrity

Academic integrity is developed through:

- ATL instruction (research, communication, self-management)
- PYP Exhibition guidance
- MYP personal project
- Extended Essay & CP Reflective Project preparation
- MLA workshops
- AI literacy education
- Reflection practices

BBIS builds integrity through education, not punishment alone.

Policy Review

This policy is reviewed every two years to ensure:

- Alignment with IB updates
- Responsiveness to technological developments
- Consistency across programmes
- Compliance with Romanian educational regulations

This Whole-School Academic Integrity Policy reflects a unified commitment by students, teachers, coordinators, parents, and leadership to uphold the highest standards of honesty and ethical conduct.

Through principled action, responsible AI use, and respect for intellectual property, BBIS students demonstrate that their achievements are truly their own.