



GESM Academic Integrity Policy for IBDP and IBCP

Rationale: The mission of the German European School is to provide an international education of the highest standard which helps to develop our students as unique individuals. An academic integrity policy not only supports this mission but also is essential in the following ways.

- It is a prerequisite in the quest for knowledge.
- Academic integrity is the basis of all personal and shared knowledge. Intellectual property must be acknowledged and respected.
- Academic integrity is core value of GESM, IB Diploma Programme, and IB Career related Programme.

Academic integrity relies on good practice and the adherence to a set of skills that are taught and developed by students throughout their years of study in GESM. However, as a fundamental element of the IB Diploma Programme, and IB Career Related Programme, academic integrity is much more than an observance to a set of rules. Academic integrity necessitates a personal integrity and respect for the thoughts, opinions, work and research of others.

This policy will

1. Define key terms.
2. Define academic misconduct as stated by the IB
3. Assign responsibilities to the school, teachers, students and parents
4. Show how malpractice can be avoided
5. State what the school will do to prevent and sanction malpractice
6. Provide feedback on FAQs
7. Detail student's rights in the event of a breach of policy
8. State a policy on review of the policy itself

A. Definitions of two key terms:

Definition of Coursework :

A piece of work produced by students in any subject/DP Core/CP Core independently under the supervision of subject teachers/DP core teachers/CP core teachers. Some coursework are internally assessed by the subject teacher and IB moderated coursework. These are more popularly known as IA (Internal Assessment). Some coursework are not internally assessed by the subject teachers and



assessed only by IB examiners. All subjects have IA coursework component and English Language & Literature HL, Visual Arts and Music have externally assessed coursework components also.

Definition of Portfolios

All the IBDP and IBCP students are required maintain and submit some portfolios to the respective teachers which will be evaluated by the schoolteachers based on the pre-decided rubrics. Although the following portfolios are not graded yet all portfolios must meet the school expectation informed by the respective teachers.

1. CAS portfolio (for IBDP students)
2. Service-learning portfolio (for IBCP students)
3. Language development portfolio (for IBCP students)
4. Personal and Professional Skills portfolio (for IBCP students)

For more definitions, please refer to the GESM Assessment policy.

B. ACADEMIC MISCONDUCT/MALPRACTICES:

The following is taken directly from the General Regulations: Diploma Programme document © 2016

GESM adapts the IB definition of academic misconduct as a behaviour (whether deliberate or inadvertent) that results in, or may result in, the candidate or any other candidate gaining an unfair advantage in one or more components of assessment. Behaviour that may disadvantage another candidate is also regarded as academic misconduct. Academic misconduct is a breach of these regulations and includes, but is not restricted to:

*a. **plagiarism**—this is defined as the representation, intentionally or unintentionally, of the ideas, words or work of another person without proper, clear and explicit acknowledgment*

*b. **collusion**—this is defined as supporting academic misconduct by another candidate, for example, allowing one's work to be copied or submitted for assessment by another*

*c. **duplication of work**—this is defined as the presentation of the same work for different assessment components and/or DP/CP core requirements, in addition, duplication of work includes the submission of a work or a portion of a work for a certain course that was*

already created by the student for another course or for a course that a student is repeating.

*d. **misconduct during an examination** (for example, taking unauthorized material into an examination, behaviour that disrupts the examination or distracts other candidates, or communicating with another candidate)*

*e. **unethical behaviour** such as the inclusion of inappropriate material in any assessment materials or the breach of ethical guidelines when conducting research*

*f. **any other behaviour** that gains an unfair advantage for a candidate or that affects the results of another candidate (for example, falsifying a CAS or Service Learning record, disclosure of information to and receipt of information from candidates about the content of an examination paper within 24 hours after a written examination via any form of communication/media).*

*g. **Soliciting the assistance of another party during online examination.** This is defined as having the physical or virtual presence of another individual be that parent, tutor, another student, etc. Who offers support to the student during the examination. As this gives an unfair advantage to the student.*

C. RESPONSIBILITIES regarding Academic integrity:

School Responsibilities – The school ensures that all stakeholders of the programme are knowledgeable about the policy. The school guides teachers, students and parents as to what academic misconduct is and how to avoid it. The librarian is also aware of the policy to support subject teachers, TOK teachers, EE supervisors and Reflective Project supervisors. This support of academic integrity is integrated into the grades prior to the IBDP and IBCP so the school community is aware of proper acknowledgments within students' work. It is understandable that students will make a mistake from time to time therefore the school will have the proper procedures in place to minimize the occurrences of these infractions. Proposal to acquire a plagiarism check software to ensure authenticity of student's work is under consideration.



Teacher Responsibilities – The teacher is responsible for knowing MLA or APA style and reinforcing these models in the classroom. There will be ample opportunities presented within the courses for students to practice using correct citation and determining the quality of sources used. Teachers will only authenticate work in which they feel is the work of the student. The teachers understand that students make mistakes and will give students the opportunity to explain and/or amend the wrongdoing. If there is any question as to the authenticity of work the teacher will hold a meeting with the student to inquire about the piece of work. If the teacher is not confident after the interview that the work is that of the student's, the school level heads will be informed so that the proper procedures defined in the policy are followed.

The teachers give guidance on academic integrity during their regular lessons. The implications of academic integrity are discussed in greater depths in each course as well as in workshops. Each subject teacher should discuss the academic integrity policy with the students and make students aware of different strategies to avoid malpractice in coursework and during assessments. This is of particular importance in the preparation of tasks, on which students are working independently. Within a preparatory workshop at the start of the Extended Essay process and Reflective project, the issue academic integrity is exclusively discussed with a focus on how to avoid it.

Student Responsibilities – The student is responsible for ensuring that the work he/she produces is their own. It is understandable that research be used to supplement pieces of student work, but this must be clearly documented following the approved formatting.

- Languages/Humanities/Arts – Students are encouraged to follow MLA (Modern Language Association) style when creating works cited, in-text citation, formatting of quotations and footnotes.
- Social Sciences/Natural Sciences – Students are encouraged to follow APA (American Psychology Association) style when creating works cited, in-text citation, formatting of quotations, footnotes and endnotes.
- Guidance for these styles can be found on www.english.purdue.edu/owl/resource
<http://www.liu.edu/cwis/cwp/library/workshop/citmla.htm>

If at any time a student is unclear about how to ensure work is authentic, the student should seek out the help of the subject teacher and/or the school level heads.



Parent Responsibilities – The parents are expected to support the school’s policy and to encourage the students to abide by it. Parents should be aware that initiating malpractice with the aim to gain an advantage is putting their children’s academic career and their future at risk. Parents should not put demands on the school to authenticate work that is not supported by the teacher, school level heads, and Head of GESM.

D: HOW ACADEMIC MISCONDUCT/MALPRACTICE CAN BE AVOIDED:

In doing research and writing, students should treat every idea, which is not their own, as copyrighted. They need to make use of a system that clearly distinguishes their own thoughts from ideas taken from other sources. All ideas taken from other sources must be acknowledged and referenced as precisely as possible. Since referencing systems vary with subject and language, it is the responsibility of each teacher to introduce students to the referencing system which is to be used in their course.

It is a particular responsibility of Extended Essay supervisors and Reflective project supervisors to make sure that their candidates are consistently using a suitable referencing system.

Handbooks introducing various referencing systems are available from the library and the coordinator’s office. There is also a vast range of online resources.

When preparing a paper, students should adhere to these guidelines:

Taking notes:

When researching you should take notes. Use a marking system to distinguish

- Your ideas
- Other people’s ideas in your words
- Quotes

For the latter two, it is necessary to create an on-going works cited page.

Paraphrasing and summarizing

When you are presenting other people’s ideas in your own words they must be acknowledged as well.

It is important to check your paraphrases for accuracy. Also check for direct quotes which are not marked and put them into quotation marks.



Direct quotes

Put all word-for-word quotes in quotation marks. Mark omissions and additions with brackets. Be economical: only use quotes for a reason and quote only information which is essential to your point.

Documenting the research process

If you keep your notes and earlier versions of your paper, you will always be able to prove that it is your genuine work. Use Zotero software to organize all resources and to properly create a bibliography.

E. PROCEDURES FOR ACADEMIC MISCONDUCT/MALPRACTICE school initiated:

Teachers and the Head of IBDP/CP coordinator will take utmost care that no work involving malpractice is submitted to IB and that the written and oral assessments and that integrity of the ongoing internal school assessments are upheld. It is up to the school to investigate any case where a student is suspected of gross academic misconduct related to IB coursework, school assessments (Class test, EoST, Mock, EoYE), IBCP portfolios, CAS portfolio and IB Examination.

In case of any academic misconduct/malpractice is reported then the school will follow a set procedure to investigate the matter and arrive at appropriate recommendations as outlined in the IB's Academic Integrity guide (Published in Oct 2019).

The following steps will be taken for any coursework drafts submitted which are in question.

1. The teacher will notify the Head of IBDP/IBCP coordinator by submitting the incident report form.
2. The teacher will inform the student the nature of academic misconduct/malpractice and ask the student to submit the incident report form and submit it to Head of IBDP/IBCP coordinator.
3. The teacher may submit any other pieces of evidence.
4. The Head of IBDP/IBCP Coordinator will submit all the documents and supporting evidence (if any) to the Assessment review committee and inform the Head of school.
5. The Assessment review committee will submit their recommended to the Head of the department/Head of School.
6. A meeting will be called with the candidate, teacher and Head of IBDP/CP coordinator to discuss the matter. At this meeting, the candidate will have the opportunity to state his/her case. The teacher and the **school level heads** will advise the student on proper conduct in the submission of work so there is clarity in the matter.
7. The student might be given a new deadline for the submission of work, or to take another assessment based on the nature of the incident and as per the guidelines in IB's Academic

Integrity guide (page-23 to 26, Published in Oct 2019). An email notification will be sent to the parents.

8. In the case a second Coursework related incident which is in violation of the academic integrity policy, the above procedure (point 1 to 6) will be followed.
9. In case the 'Assessment review committee' finds gross negligence of Academic Integrity policy and or proof of deliberate attempt of academic misconduct/malpractice, the committee should recommend sanctions as per the guidelines in IB's Academic Integrity guide (page-23 to 26, Published in Oct 2019) for Coursework.
10. In case of second instance of 'internal assessment' related incident which is in violation of the academic integrity policy, the above procedure (point 1 to 7) will be followed.
11. In case the 'Assessment review committee' finds gross negligence of Academic Integrity policy and or proof of deliberate attempt of academic misconduct/malpractice, the committee may recommend immediate removal from the IBDP/IBCP and or from School.
12. The Head of IBDP/IBCP will review the recommendations made by the Assessment review committee and forward it to the head of school for the final decision.
13. A meeting might be called with the student, parents, school level heads and Head of GESM to discuss the matter.
14. If any academic misconduct/malpractice is reported during IBDP/IBCP final examination, the school is required to inform IB within 24 hours with all the necessary documents and evidence.
15. In such case the students and the teachers/invigilators will have to fill up a separate form provided by IB(in addition to the incident report form).
16. The school will wait for further instructions from IB and might have to follow the procedure (point 1 to 6) and submit the outcome to IB.
17. IB might instruct school to withdraw the candidate from the remaining examinations. IF this is not the case then the student can continue to write the rest of the examinations.

F. **PROCEDURES FOR ACADEMIC MISOCNUDCT/MALPRACTICE IB initiated.**

In case the school receive any instruction from informing suspect of malpractice in any coursework, or in any examination, any time after the IBDP/IBCP final examinations are completed and before the publication of the result on 6th July then the following steps will be followed:

1. The student and their parents will be contacted.
2. The Head of school will be informed.
3. The student will be asked to submit their statement in the IB's statement form.
4. Student should send his/her statement within 48 hours, failing which might lead no awarding of no grade by IB.

5. Relevant subject teacher will be contacted for their statement in the IB's statement form.
6. Invigilator (if applicable) will be contacted for their statement in the IB's statement form.
7. Subject teachers and or invigilators must submit their statement within 48 hours.
8. IBDP/IBCP coordinator will record their statement in the IB's statement form.
9. All the documents will be reviewed by the Head of school and the Head of IBDP/IBCP Coordinator before submitting to IB.

G. PROCEDURES FOR ACADEMIC MISCONDUCT/MALPRACTICE CRS initiated.

In case the school receive any instruction from informing suspect of malpractice in any coursework, or in any examination, from the CRS partner universities then the following steps will be followed:

1. The Head of IBDP/IBCP Coordinator will ask the student to submit an incident report
2. The Head of IBDP/IBCP Coordinator will ask the CRS partners (Universities) to submit an incident report.
3. The Head of IBDP/IBCP Coordinator will ask the student to submit an incident report
4. The Assessment review committee will submit their recommended to the Head of the department/Head of School.
5. A meeting will be called with the candidate, teacher and Head of IBDP/CP coordinator and representative of the CRS partners (Universities) to discuss the matter. At this meeting, the candidate will have the opportunity to state his/her case.
6. The matter might be referred to the concerned academic integrity department of the CRS partners.
7. The final decision will be communicated to the students and their parents either by the CRS partner or by the school.

H. Student's Rights

As stated in the section addressing sanctions of malpractice, the student has the right to argue his/her case and/or to explain the breach of academic integrity through the incident report from and or in the meeting (if called). The student may provide evidence that supports his/her case that the work is authentic. The student has the right to have his/her parent or peer present during the meetings with the Head of IBDP and the Head of GESM. However, the final decision of the Assessment review committee should be respected by the students and their parents.

I. Policy Review

The school will continue to review the policy every two years within the IBDP department. In the event significant changes are suggested, the parents and students will be given a copy of the draft for feedback.



The final draft will be approved by the teachers, school level heads and Head of GESM. Following current practices, all stakeholders will be advised on the policy and have a copy available to them in the IBDP and IBCP Handbook and on the GESM website.

J. Other related documents:

This policy should be read in conjunction with the following documents:

1. Conduct of IBDP online Assessment GESM.
2. Conduct of IBDP face-to-face Assessment GESM
3. IB's Academic Integrity (published, Oct 2019)
4. GESM Assessment Policy

K. Abbreviations:

GESM: German European School Manila
IB: International Baccalaureate
EoS: End of Semester Test
EoYE: End of Year Examinations
CAS: Creativity Activity Service
IBCP: International Baccalaureate Career-related Program
IBDP: International Baccalaureate Diploma Program
MLA: Modern Language Association
APA : American Psychology Association
CRS: Career Related Studies
CP: Career related Program
DP: Diploma Program

L. Policy Revision timeline

Last reviewed: 1st February 2021, 19th March 2021

Review committee:

Mr. Gary(Leader)

Mr. Cumer



Mr. Roberto
Ms. Sunshine

Further edited by Head of IBDP and forwarded to the Academic Integrity committee and the IBDP teachers for final comments on 23rd February 2021.