

ACADEMIC INTEGRITY POLICY

CATEGORY	Education
POLICY OWNER	Vice Principal Academics
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1. Policy Purpose

The principle of academic integrity should be viewed positively by the entire College community and become a natural part of academic study, remaining with the IB student throughout their education and beyond (Academic Honesty in the IB educational context (2016) – introduction page 1).

It is the responsibility of UWC Atlantic to ensure that candidates are aware of the consequences of not acting in accordance with the procedures of academic integrity.

2. Policy Statement

This document outlines the UWC Atlantic (the College) policy on academic integrity in its International Baccalaureate Diploma Programme (IBDP). This policy has been created in accordance with key documentation, including the International Baccalaureate (IBO) statement on academic integrity and the documents in section C5 of the Diploma Programme Assessment Procedures (2022).

3. Policy Implementation

The responsibility of academic integrity lies with the student and all academic staff, the specifics of which are listed below:

3.1 Responsibilities

The VP Academics will:

- Be accountable for ensuring that students and teachers understand the meaning and importance of academic integrity.
- Oversee the process in which the students are informed of all aspects of academic integrity in the classroom.
- Schedule the Coursework and Extended Essay calendars, including talks on academic integrity.
- Give a talk to all students on the IB examination regulations, including academic integrity.
- Report breaches of academic integrity regulations in examinations to the IBO.

The Librarian will:

- Lead the talks about sound academic practice at various points during the two years of the IBDP using the example of the Extended Essay. This includes: research methods,

source gathering, online materials, referencing and citation.

- Be the final arbiter of good practice in all issues of citation and referencing
- Provide pedagogical support to teachers by creating support materials, leading induction training sessions for new teachers and delivering regular refresher sessions to all teachers regarding matters of academic integrity.
- Be responsible for keeping all electronic and paper-based information about academic integrity up-to-date.

Teachers / Tutors will:

- Be responsible for ensuring that the students understand and apply the guidelines for academic integrity through teaching and learning in a variety of different ways, including the classroom, tutorials, during internal assessment and extended essay supervision.
- Reinforce the importance of academic integrity at regular intervals during the two-year IBDP.
- Ensure that, to the best of their ability, all work submitted for assessment is the authentic work of the candidate. Internally assessed work, the Extended Essay and the Theory of Knowledge Essay are all submitted by students on Managebac, therefore all automatically go through Turnitin. The Turnitin report must be checked by the subject teacher or Extended Essay supervisor. Necessary steps are to be taken as outlined further below in cases of compromised academic integrity.

Students will:

- Ensure that all work submitted to the IBO is their own and that all references are correctly cited.
- Sign a statement indicating that they understand the consequences of academic misconduct and this is kept on file.

Despite the best efforts of teachers / tutors, the librarian and the VP Academics to ensure that all work submitted to the IBO is the authentic work of the candidate, the College cannot be held responsible for the consequences of any charges of malpractice. It is the student’s own responsibility to ensure that their work is at all times authentically their own and that it is well referenced and follows the College’s guidelines of citation.

3.2 Malpractice

Departure from academic integrity is seen as malpractice. This is defined by the IBO as

“behaviour that results in, or may result in, the candidate or any other candidate gaining an unfair advantage in one or more assessment components”. (Article 16 - Diploma Programme Assessment Procedures (2022))

It is also an act that potentially threatens the integrity of IB examinations and assessments that can happen before, during or after the completion of the assessment or writing time of the examination, both paper-based and on-screen (Academic Integrity 2019 page 23).

Malpractice, or academic misconduct, can be related to coursework, Internal Assessments, Written Assignments, IB orals, Extended Essays and Theory of Knowledge Essays or examinations. Incidents related to any of these will be treated as described in the Diploma Programme Assessment Procedures (2022).

3.3 Responses to Matters Regarding Academic Integrity

If a teacher has reason to believe that part or the whole of a candidate’s work might be deemed to be in violation of the principles of academic integrity, the teacher will draw the candidate’s attention to the possible consequences.

If the work is part of a student’s weekly assignments, the matter will be resolved by the teacher. A comment will be placed on the Reward and Conduct section within iSAMS for future reference by the teacher.

If a student submits an assignment as part of their IB assessment and there is evidence of academic misconduct then the work will not be submitted to the IB. The student will be asked to rewrite the assignment against a set deadline. It is the responsibility of the individual teacher to bring the case to the attention of the VP Academics. A comment will also be placed on the Reward and Conduct section of iSAMS by the teacher.

In the first instance of malpractice regarding IB examination coursework, the student will receive a warning, which will be placed on file, and a letter will be sent to parents/guardians and to the relevant National Committee by the tutor after consulting the relevant teacher and the student.

In case of repeated malpractice regarding IB examination coursework, the VP Academics will interview the student, with their tutor present, and the concern will be escalated according to the College’s Behaviour Policy. The student might be withdrawn from the IB examination of the subject and in extreme, repeated cases, may be asked to leave the College.

At all stages in the process, the College reserves the right to inform the candidate’s

prospective universities of any breach of UWC Atlantic's Academic Integrity Policy.

It is important to understand that a candidate's IB Diploma or Courses certificates may be withheld if the IBO finds that serious breaches of academic integrity are evident in coursework assessment.

4. Related Information

4.1 Related Policies

- [Assessment Policy](#)

4.2 Links

[Diploma Programme Assessment Procedures \(2022\)](#).

5. Policy Measurement and Reporting

This policy is reviewed annually by the Education Committee of the Board, the Vice Principal Education and the Faculty Heads as part of the curriculum review cycle. Part of this review process will consider to what extent the policy is being used as an active working document and, more importantly, whether it is effectively impacting teaching and learning and student progress.

The policy is communicated to the whole school community electronically on **Every** and is available on the UWCA website.