



ACADEMIC INTEGRITY POLICY

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1. INTRODUCTION

“We recognize that everyone is unique and when we encourage young minds to think before speaking, reason while reading, and ideate to create, the possibilities of a better world are endless.”

(Olonlog Academy Mission Statement)

We understand that the concept of integrity goes much beyond than just being honest and truthful in one’s actions but it is also a set of values and skills to promote ethical practice. Academic integrity policy acts as a medium; ensuring that the whole community including staff, teachers, students and parents understand the importance of academic honesty and the consequences of academic misconduct.

This policy reflects on IB expectations and statements on academic integrity and the documents in section C5 of the Diploma Programme Assessment and Procedures (2021).

1.1 UNDERLYING PRINCIPLES

Academic integrity is 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 behavior in the production of legitimate, authentic and honest scholarly work.

(IB Academic Integrity, 2019- What is academic integrity? Page 3)

This principle of academic integrity should be viewed as the standard norms of the common practice to be followed by the entire School community. It is the responsibility of the school to ensure that all the students and other relevant parties are well aware of the policy and its consequences if not acting in accordance.



2. RESPONSIBILITY FOR ACADEMIC INTEGRITY

2.1 THE RESPONSIBILITY OF HEAD OF SCHOOL AND IB COORDINATOR

The head of school and IB coordinator will:

- Ensure that all the students, teachers and parents/guardians understand the significance of academic integrity as well as potential consequences of malpractice and stand with this policy.
- Monitor and supervise the practice of the policy.
- Report any breaches to the IBO.

2.2 THE RESPONSIBILITY OF THE LIBRARIAN

The Librarian will:

- Train and Provide guidance to all students on research methods, how to acknowledge different sources such as print and online, referencing and citation in accordance with MLA format.
- Help students and teachers establish appropriate research techniques and formal and informal document preparation on MS Word.

2.3 THE RESPONSIBILITY OF TEACHERS

Teachers will:

- Support good practices of this policy by being a role model and provide guidance to their students when needed.
- Ensure that all the works submitted by the student is authentic and best of their ability. Internal assessments, TOK essay, and the EE are all submitted by students on Managebac and thus all automatically go through Turnitin. It is a responsibility of the subject teacher and EE supervisor to check the Turnitin report and undertake the necessary approaches as mentioned bellow in case of breach.
- Inform the students the exact number of feedbacks they can receive on their submitted drafts of work in accordance with IB regulations.
- Report any suspicion or detection of malpractice to the IB Coordinator and the Training Manager.



2.4 THE RESPONSIBILITY OF THE STUDENTS

Students will:

- Ensure that all their works are free from malpractice and therefore meet the requirements and guidelines provided by the academic integrity policy.
- Act honestly in every part of their academic lives.
- Sign a statement of agreement and integrity along with their parents that they understand and accept the consequences of malpractice and the record is kept on file.

2.5 THE RESPONSIBILITY OF THE PARENTS/GUARDIANS:

Parents and Guardians will:

- Support good practices of this policy by being a role model and provide guidance to their children when needed.
- Understand and accept that the school must report any suspicion or detection of malpractice to the IB.
- Sign a statement of agreement and integrity along with their child/children that they understand and accept the consequences of malpractice and the record is kept on file.



3. MALPRACTICE

This is defined by the IB as “deliberate or inadvertent behavior that has the potential to result in the student, or anyone else, gaining an unfair advantage in one or more components of assessment. Behavior that may disadvantage another student is also regarded as academic misconduct.

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)

BREACHES TO IB REGULATIONS:

- **Plagiarism:** defined as the representation, intentionally or unwittingly, of the ideas, words or work of another person without proper, clear and explicit acknowledgment. The use of translated materials and unethical and irresponsible use of GenAI, unless indicated and acknowledged, is also considered plagiarism.
- **Collusion:** is defined as supporting academic misconduct by another student; for example, allowing one’s work to be copied or submitted for assessment by another.
- **Misconduct during an IB examination includes:** taking unauthorized material into an examination room, disruptive behavior and communicating with others and using an unauthorized calculator during the examination.
- **Stealing** examination materials
- **Communication** about the content of an examination 24 hours before or after the examination with others outside the school community is also considered a breach of regulations.
- **Duplication of work** is defined as the presentation of the same work for different assessment components and/or Diploma Programme requirements. In other words, submitting the same piece of work for more than one course.

(Academic honesty, From Principles into Practice, Dr Celina Garza)



4. INVESTIGATION OF MALPRACTICE

The student will be informed by the teacher or supervisor about the suspicion or detection of malpractice; the initial investigation will take place to determine the nature of the act/offence.

The teacher or supervisor reports the concern to the Training Manager and IB Coordinator in writing, including the following information:

1. a description of the assignment and of the concern, and evidence for the allegation.
2. what information the student has been given about the detected malpractice.

The Training Manager and IB Coordinator conduct further investigation on whether:

1. A concern constitutes malpractice or not;
2. Malpractice was intentional or not.

If deemed necessary, the student and the parents may be asked to write and sign a written statement regarding the suspected malpractice and plagiarism within 24 hours. Any unauthorized material will be confiscated until the end of Examination period and may only be returned upon a written request from the parents.

Unintentional first offence:

The student will receive guidance on how to avoid malpractice and, for example, will be asked to resubmit a specific assignment.

Intentional first offence:

If it is an internal assignment or examination, the student will receive 0 points for the assignment and a Written Warning, inform the parents.

Unintentional second offence:

The student may not be able to resubmit a specific assignment as the unintentional second offence will be considered intentional and thus will receive same sanction as the Intentional first offence.

Intentional second offence:

If it is an internal assignment or examination, the student will receive 0 and possible expulsion or suspension from the school following a Disciplinary Hearing.

Intentional malpractice in an IB assessment:

- The Diploma Coordinator informs the IB that malpractice may have taken place during an examination or in an IB submission.
- The IB notifies the School that an examiner suspects malpractice in the work of a student and provides evidence to justify his or her suspicion.

In each of the above cases, school will comply with the procedures set by the IB and will inform the student and parents of this process and the potential outcomes.

Confidentiality

Investigations and their outcome will be treated as confidential, and only the head of school and those directly involved in the investigation (Training Manager, IB Coordinator, teacher, supervisor) as well as intentional cases, those affected by the outcome (Parents, IB) will be informed about the process and its outcome.





5. POLICY REVISION

This policy will be annually reviewed and evaluated. The next revision date is November, 2024.



REFERENCES AND WORK CITED:

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