

# **CHIREC INTERNATIONAL SCHOOL**

## **ACADEMIC INTEGRITY POLICY**

**SCHOOL CODE : 049119**

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## **VISION**

We envision an inspiring school community of thriving, high-achieving critical thinkers, collaborative lifelong learners, compassionate human beings and responsible citizens dedicated to the common good and to making India and our world more equitable, tolerant, democratic, peaceful and prosperous but sustainable.

## **MISSION**

Our mission is to bring our vision to life by empowering young people to meet global challenges with confidence and skills of a high order acquired through innovative learning and technology, and to inculcate in them the values of independent, engaged and thoughtful world citizens.

We nurture the innate potential of all students through rich academic and co-curricular programmes so that they will grow into focused but open-minded, dutiful, ethical, caring, healthy and flourishing individuals who set their own goals and exceed them. We go beyond our commitment to academic rigour and excellence to offer our students manifold other opportunities for transformative growth in fields such as visual and performing arts, sports, community service and participation in international events.

## **PHILOSOPHY**

Our philosophy is to educate ‘The Whole Child’ through a framework that develops the key areas essential for shaping a balanced and all-rounded personality. Our holistic system of learning sets quality benchmarks that prepare our students for success while navigating a dynamic, volatile world.

## **1.1 Purpose & Philosophy**

“Academic honesty is: making knowledge, understanding and thinking transparent.”  
ibo.org

CHIREC International’s Academic Integrity Policy aims to foster our school’s vision of inspiring the young minds to be high-achieving critical thinkers, collaborative lifelong learners, and responsible citizens and respect the IB learners’ profile of being balanced, principled and knowledgeable.

CHIREC defines academic integrity as a set of values and skills that promote personal integrity in teaching, learning and assessment. We believe that in order to achieve this, it is important that we focus on educating our students to be principled, to recognize and celebrate authentic student work, and to take pride in promoting student learning through inquiry that includes responsible use of information, referencing and communication of the original work.

One of our core values at CHIREC is responsibility. By practicing Academic Honesty, we are aligning ourselves to this core value. Respect is another core value of CHIREC. Respect for others as well as oneself is to acknowledge others’ work and to make understanding and thinking transparent. Academic honesty is a state of mind and students across all programmes, from an early age are taught to inculcate and imbibe this.

The academic policy is clearly communicated to the whole school community/stakeholders and also guides the teaching and learning practices across all programmes.

## 2.1 What is Academic Misconduct?

'Academic misconduct' is a behaviour that results in, or may result in, the student or any other student gaining an unfair advantage (or a behaviour that disadvantages other students) in one or more assessment components.

**This can take on several forms:**

- **Plagiarism** – when a student uses other people's work, without referencing and citation, whether intentionally or unintentionally.
- **Self-plagiarism** – when a student uses one's own work to earn credit in more than one subject or situation.
- **Fabrication** – when information is falsified and represented as being true.
- **Collusion** – Copying someone else's work is collusion. Even if you have 'collaborated' with another student, the work you present must be your own. Collusion is malpractice and will be penalized.
- **Collaboration** involves working together with other students. There are occasions where collaboration with other candidates is permitted or actively encouraged. Nevertheless, the final work must be produced independently, despite the fact that it may be based on similar data. This means that the abstract, introduction, content, conclusion or summary of a piece of work must be written in each candidate's own words and cannot, therefore, be the same as another candidate's. For example, if two or more candidates have exactly the same introduction to an assignment, the final award committee will interpret this as collusion (or plagiarism), and not collaboration.
- **Cheating** – when a student uses unfair means and copies another student's work or assessment, with or without that student's permission.
- **Sabotage** – deliberately destroying or ruining a piece of work done by another student in order to prevent them from completing their work. Destroying property of the school such as library books will also be considered as sabotage.
- **Paraphrasing without citing** – paraphrasing is allowed as long as one gives credit for copied, adapted and paraphrased text and acknowledge the source used.

- **Infringement**-It is when a student unintentionally violates the standard academic practice of clearly acknowledging all ideas and words of other persons. In this case, the candidate is not deliberately attempting to gain an unfair advantage. An example of infringement would be a candidate who has not used some means of indicating a quotation but has cited the source of the text in the bibliography or in a footnote. The final award committee may designate a case of this type as academic infringement and not malpractice

If the final award committee decides that academic misconduct has been established, no marks will be awarded for the component or part(s) of the component and the candidate will be warned. The Principal and the programme coordinator will be notified about the malpractice. The case will be recorded, and parents will be called for a meeting with the leadership. The candidate might get a 'U' on 'N' in the transcript, based on the severity of the case.

The Programme Coordinator, Vice- Principals and the Principal will decide the consequences of such actions. If malpractice occurs in the mock examination, just before the DP Final Examination, the student will not be awarded a grade in that paper component.

## **The Role of the Librarian**

The Librarian is a very useful resource for all DP students and teachers. The librarian is an expert in the area of academic honesty and can provide ethical guidance alongside information on the most appropriate citation system to use in assignments and projects.

- Librarian conducts the introductory session of referencing and citations for all the students before they begin the process of research for their internal assessments and extended essay.
- Information about open databases available for online access and databases with student membership is shared with DP students in year 1.
- Session on identifying authentic sources and avoiding sources which are based on opinions or biased view of a community is done by the librarian.
- Importance of maintaining an annotated bibliography and including footnotes to help in the referencing while submitting the final documents for submission is done by the librarian so that students do not cite sources that were not used during the research or documentation.

## **The Role of Turnitin-Anti Plagiarism software**

- To promote academic integrity and teach students about plagiarism and accountability, the school subscribes to the anti - plagiarism software Turnitin.
- All teachers starting with the DP Year 1 will be expected to introduce students to Turnitin.
- While Turnitin can check for plagiarism, the similarity report it produces must be checked by teachers and must be explained to the student. The later is asked to explain the same.
- All work that is part of the student's final internal assessment in the DP will be run through the software – Turnitin, to check the levels of plagiarism.
- Turnitin reports will be generated for Extended Essays, Internal Assessments and TOK Exhibition commentary of DP students.
- Turnitin has added a feature to detect AI writing capabilities and the school has subscribed for that. This helps teachers identify the percentage of content generated by AI.

### **3.1 Ethical Practice at CHIREC:**

#### **3.1.1 Students:**

- Students at CHIREC will be made aware of the Academic Integrity policy and shall practice it at all times.
- A session on ethics in research and ethics in writing is conducted by the EE coordinator, Reflective Project coordinator and the librarian to help students understand the meaning of good practices in research and documentation

#### **3.1.2 In the DP and CP:**

- Students will exercise academic integrity in all aspects of their work. They will acknowledge the work of others, including material taken from other sources.
- Students will be taught how to cite sources using the standard format (MLA 9, Chicago and APA) They will not allow their work to be copied by others nor will they duplicate ideas of their peers.
- DP and CP students will not present the same work for different assessments e.g. for internal assessment, Theory of Knowledge, the extended essay and the Reflective project.
- No work containing any unethical practice will be presented for assessment.
- They will not claim an idea or product as new and original when it has been taken from an already existing source.
- They will not lie about the source or the origin of their work and will give due acknowledgement to all sources used.
- They will not carry unauthorized material into the examination room or indulge in any other misconduct / unfair means during examinations.

- They will understand that patents, registered designs and trademarks of the IB are the intellectual property of the IB alone. Teachers always clarify the source of information like specimen papers and examiner reports before sharing with students so they know that it is the intellectual property of IBO.
- Students will be given clear guidance on the meaning and practice of Academic Integrity in the DP and CP Programme. Consequences of unethical practice will also be explained to the students at the start of the programme and reiterated at regular intervals through the programme. The academic integrity policy is shared with students and parents and parents are required to acknowledge the receipt of the same
- All work that is part of the students' final Extended Essays, Internal Assessments, TOK Essays, TOK commentary and Reflective project will be run through the Turnitin software and a Turnitin report will be generated. All teachers maintain the similarity reports of all internal assessments.
- When students approach external organizations for data collection for IA and/or EE and RP, the school formally sends a letter stating that the student would use the data only for purposes of research and will not publish it or state ownership of the data in any document and will cite the source correctly.
- The school believes that the teachers are the best judges of their students' capabilities. They can detect unethical practice in student work and handle it appropriately as per the IB guidelines.

## **4.1 Handling Malpractice in DP and CP:**

### **4.1.1 The following are the steps to be taken in case of academic dishonesty:**

- If the submitted work is not original, the student will be asked for an explanation and if misconduct is found, he/she will be asked to either redo the assignment or do another assignment in its place. Parents are informed and their approval is taken for the consequence suggested.
- If the final copy of the Extended Essay/TOK essay/ Internal Assessments/ Reflective project contains plagiarized material, the IBO will be informed about it through the supervisor's report and may result in the student losing their Diploma or CP certificate.

- The school also is obligated to not upload work that is academically dishonest. Ultimately the responsibility for ensuring academic honesty rests with the student, parent and the school.

### **For internal examinations:**

If a student is caught copying from another student's paper or is found with unauthorized material in the examination room, while the exam is in progress, the invigilator will take the following steps:

- The unauthorized material along with the answer script will be confiscated and action will be taken according to the IB guidelines.
- In case of collusion, the students involved will be asked to leave the examination hall and they will not be graded in that subject in that examination.
- The unauthorized material along with the original examination paper will be handed over to the concerned Programme Coordinator. The invigilator must also submit a written report of the incident. Students will also be asked to submit a written statement of the incident to the concerned Programme Coordinator.

### **For External Examinations: guidelines as per the IBO examination policy.**

- During the online sessions (March 2020 onwards), since the commencement of virtual assessments, teachers ensure that no questions are directly taken from past papers since students have access to the marking scheme. All work of students will be minutely scrutinized and in the event of any doubt of academic misconduct the student is made to redo the examination individually on a video call with the concerned subject teacher. A viva voce may also be conducted to ascertain academic integrity.
- The concerned Program Coordinator, in consultation with the Vice Principal and Principal will decide on the consequences of any misconduct during school examinations. For internal examinations, students involved will not be awarded any grade for that paper and parents will also be notified.
- **For IB examinations, IBO specified guidelines are to be followed and the matter will be reported to IBO.**

#### **4.1.2 Teachers:**

- Teachers will exercise Academic Integrity in all aspects of their work. They will acknowledge the work of others, including material taken from other sources. They will not claim an idea or product or the work of others as their

own. E.g. – taking a worksheet made by someone else, downloading it and claiming it as their own.

- Teachers will teach students how to cite sources using the Modern Language Association (MLA, Chicago and APA) format.
- Teachers will report to the Programme Coordinator in case of either suspected or identified malpractice.
- Teachers provide opportunities for students to practice and to learn how to use other people's work in support of their own, including the responsibility to teach awareness of misconduct and procedures.

## **4.2 Artificial Intelligence tools and Academic Integrity**

- Teachers will teach students the ways to maintain academic integrity when using Artificial Intelligence (AI) tools.
- Teachers help students how to correctly reference and ethically use external information in their work including texts, graph and/or images obtained from AI tools.
- Students will be encouraged to ask the software, research questions rather than the essay title, and then explore the sources it provides—ensuring they also explore the inherent bias of the results.
- Teachers will teach students the ways to identify inherent biases that exist in AI generated text and hence, editing and personalizing the text is necessary and important.
- The in-text citation should contain quotation marks using the referencing style (MLA, APA and Chicago) for example: “the development of the tools and variables required for.....” (text taken/paraphrased from ChatGPT, 2023).
- The reference in the bibliography should also contain the prompt given to

the AI tool and the date it generated the text, for example: OpenAI. (23 to example prompt about example topic.

- Teachers will be able to identify if the text is AI generated or generated by a third party with their experience and will not authenticate that work.

#### **4.1.3 School:**

- It is the school's responsibility to maintain fairness and consistency, provide a safe environment, provide professional development for teachers, promote parent awareness and assist student learning. All rules, procedures and policies are informed by this under-lining approach.
- The ten tips to acting with integrity poster will be displayed in all the classrooms and the libraries to reinforce the importance of academic integrity among all stakeholders.

#### **4.1.4 Parents:**

- Parents will be informed about the importance of academic integrity through parent orientations and through the Parent Handbook, sharing examination guidelines and policies uploaded on the school website.
- Parents are advised to counsel their children and not aid any malpractice in school work as also in any other activity.

#### **4.1.5 Students:**

Awareness of academic integrity is created among the students through:

- Librarian/Programme Coordinator to conduct sessions on academic integrity and citation (at least twice a year).
- The Extended Essay, TOK and Reflective project Coordinators to emphasize the importance of academic integrity during EE, TOK and Reflective project Orientations.

- Subject teachers to reinforce academic integrity on a regular basis during the course the academic year.
- All students will submit an undertaking on academic integrity declaring the ownership & authenticity of all the work that they submit.
- Academic integrity posters are put up in notice boards & library for information.
- There is also a mention on the school's stand on academic integrity in the school diary.

## **Citation**

### **Examples of Conventions for Citing and Acknowledging Original Authorship using MLA**

- All students in our school will use MLA to cite information from other sources in their writing.

Modern Language Association (MLA) is a type of citation format that is used to document sources that are utilized for academic writing. It consists of both in-text citations and a work's cited page. Listed below are examples and websites to assist with MLA citations and formatting.

- The APA format is used for Psychology assessments.
- The Chicago format for History assessments

### **MLA In-Text Citations Examples**

- To cite a direct quote, copy the quote using quotation marks then, in parentheses, list the last name of the author and page number OR mention the author's name in the sentence, copy the quote using quotation marks and list the page number in parentheses.

### **Examples:**

- "Customized learning modules would allow for expanded student

engagement” (Nash 200).

According to Nash, “customized learning modules would allow for expanded student engagement” (200).

## MLA Works Cited Page Example

The works cited page lists all of the sources that were utilized in writing the piece. It follows a specific format as depicted below:

**Note: Double Space  
Between All Lines**

Works Cited

1”

1/2”  
Nash48

1”

1.5”

Arianda, Stephanie. *La Frontiera*. Cambridge, Eng.: Cambridge UP, 1999.

Darschelle, Kevin. “Mysteries of the Sith: An In-depth Look at the History of Star Wars.” *New York Times* 20 Aug. 2010

Erlanda, Katirina. “Chemists Learn Why Vegetables are Good for You.” *New York Times* 13 Apr. 1993, late ed.: C1. *New York Times OnDisc*. CD-ROM. UMI-Proquest. Oct. 1993.

*Orchestra*. CD-ROM. Burbank: Warner New Media. 1992.

Pepin, Ronald E. *Literature of Satire in the Twelfth Century*. Lewiston: Edwin Mellen P, 1988.

<https://www.lib.k-state.edu/apps/citeguides/MLA/MLAX3.html>

## Additional Websites for MLA Support

- <http://www.easybib.com/>
- <https://owl.english.purdue.edu/owl/resource/747/01/>

***This policy was reviewed on 27<sup>th</sup> Jan 2026 by the DP and CP team consisting of DPC, CPC, facilitators, Vice- Principals and Principal.***

### **Source:**

“Academic Integrity Policy.” *Authentication Selector*, resources.ibo.org/ib/topic/Academic-honesty/. Accessed 27 Jan. 2026.

## Annexure: 1

### Common examples for reference

- **Example 1:** *In 2017, we had two students from different levels of mathematics working on the same IA topic and this was more out of their ignorance about the expectations. The HOD of mathematics met the two students and explained the requirements and ensured they worked on different topics.*
- **Example 2:** *In 2017, we had a student choose the same topic for Physics and Chemistry IA and this was realized during the group 4 meeting where teachers share the IA topics in different group 4 subjects. Student was called and appraised of the requirements and have him change the topic in one of the sciences.*
- **Example 3:** *In 2019, the English teacher felt that one of the student got external help in completing his English SL written task. The teacher along with the DPC met the parent and the student to help them understand the consequences and the student agreed to redo the assessment task in school in the presence of the teacher. This new submission document was used for upload on IBIS.*
- **Example 4:** *In 2018, a student continued her summer internship project for her math IA, the teacher ensured that a note goes from school to the concerned organization where the student had completed the internship to take approval for the student to own the work. The letter of approval was included in the appendix as proof.*
- **Example 5:** *In 2020, the History EE of one of the students showed a high percentage of similarity though she had appropriately cited the sources. The teacher went through the report in detail along with the student to understand the necessary changes to be made and guide the student to ensure that the similarity came down to an acceptable level before uploading the final document.*