Collège Notre Dame des Soeurs Antonines, Hazmieh
e-mail address: info@antonines-hazmieh.edu.lb
Site Internet: www.antonines-hazmieh.edu.lb
Telephone: +961 5 453 233

Academic Integrity Policy

The Antonine Sisters' School offers the following Academic Integrity Policy for the IB Program.

Purpose of the Academic Integrity Policy:

Since Academic integrity is the groundwork for ethical decision-making and behaviour in the production of legitimate, authentic and honest scholarly work, the purpose behind the integrity policy is to provide students with reliable, fair, and recognized outcomes through valid assessment.

Objective:

By the end of this coursework, students will be able to:

- Produce authentic and genuine individual and group work;
- Correctly attribute sources, acknowledging the work and ideas of others;
- Responsibly use the information technology and social media;
- Adhere to ethical and honest practice during examination.

1- **Embedding the policy into the school structure**

School board, program coordinators, librarians, and teachers play a fundamental role in establishing an applicable and effective integrity policy. Their main responsibility is to:

- Establish an academic integrity policy with long-term objectives. This policy is clearly stated and in accordance with local legislation and school policy and is constantly/regularly revised. To achieve lasting effects, it is important to consider factors such as the learning environment, the relationships between the students and the previous pedagogical experiences of the student.

- Implement an awareness campaign and schedule activities to reinforce the required

skills, reaching not only students, but also their parents. Orientations and workshops at the beginning of the academic year to the teachers and to the students as well to highlight on the importance of respecting the guidelines and give an overview presentation about:
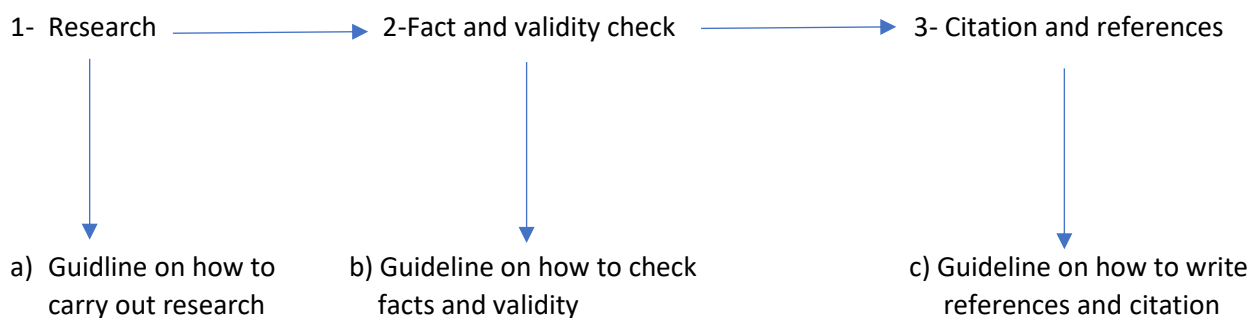
- using APA style
- what it means to credit sources
- Why it is important to credit sources
- What sources should you credit
- Formatting In-Text Citations
- Formatting Reference Lists
- Resources

- Foster an understanding of academic honesty so that students understand its fundamental values and are familiar with its technical aspects as part of their skills development;

- Ensure that all teachers have the same level of understanding of academic integrity as a first step to ensuring their engagement and commitment;

- Guarantee that teachers, students and parents have a copy of school's academic integrity policy and the programme relevant IB regulations;

- Provide students with a booklet that includes all the techniques of adding in-text citation and references with different research samples and sharing with them some guidelines and techniques of paraphrasing, summarizing and quoting;

- Provide a program like (**Turn It In**) that enables teachers to detect plagiarism and hence facilitates their mission to monitor and observe the students' work;

- Provide guideline on a) how to avoid plagiarism, b) how to carry out research, c) how to implement fact and validity check;

- Comply with the IB assessment regulations and procedures related to the administration of examinations;

- Be available to offer advice and guidance.

2- Students

It is expected that all IB students understand and accept the principle of academic integrity and face the challenges associated with it. This is not a task that students can face in isolation, they must have the support of their teachers and the school. Students should:

- Have a full understanding of their school's and the IB's policies and adhere to the subject guidelines, rules and regulations, always acknowledging the sources of information that were used and the help they have received from third parties during the process;

- Must understand and act according to academic honesty- correct citation and referencing, acknowledging the source of data whatever it is: a work of art, a computer program, a photograph, a diagram, an illustration, a map… Add examples of conventions for citing and acknowledging original authorship. After learning the basic research skills from techniques of summarizing and paraphrasing to adding in-text citation and references, students now can build on them;

- Complete all assignments, tasks, examinations and quizzes in an honest manner and to the best of their abilities;
- Show a responsible use of the internet and associated social media platforms: they should be sceptical about the information on the internet. They should be able to detect fake and outdated information through continuous fact and date check. Certain books can be sometimes outdated this is why using the internet is recommended;
- Receive an age-appropriate copy of the policy so they understand the expectations and requirements. Accordingly, they sign an "honour code" promising to avoid academic misconduct.

Scope of work:

1- Research   ⟶   2-Fact and validity check   ⟶   3- Citation and references

a) Guidline on how to carry out research   b) Guideline on how to check facts and validity   c) Guideline on how to write references and citation

3- Parents

Although they are not directly involved, parents are able to collaborate with the administrative and teaching team to promote academic integrity. Parents are expected to:

- Understand IB policies, procedures and subject guidelines in the completion of coursework or examination papers by their children;

- Support their children's understanding of IB policies, procedures and subject guidelines;
- Understand school internal policies and procedures that safeguard the authenticity of their children's work;
- Support their children in planning a manageable workload so they can allocate time effectively.

Written by: R. Yazigy

   IB Coordinator, Oct 2021

Edited by: C. Zailaa

   J. Baddawi

   H. Salameh – December 2021