



# **Academic Honesty Policy and Referencing Guide at Institut Montana International School Grades 11-12**

This policy is to be used in conjunction with the IB *Handbook of Procedures*, section 1.9

This policy also contains a copy of the Academic Honesty Contract and the Behaviour Incident Report Form.



# INSTITUT MONTANA INTERNATIONAL SCHOOL

## ACADEMIC HONESTY POLICY

The IB states that academic honesty is “part of being principled, a learner profile attribute where learners strive to act with integrity and honest as we question, inquire and act” (*Academic Honesty in the IB educational context*, 2014) Academic honesty allows you to develop and progress as principled and knowledgeable learners as well as thinkers and communicators. All of these qualities are part of the IB Learner Profile (see Appendix 1).

Institut Montana International School takes academic honesty very seriously as it is necessary in order to correctly assess you and to support you in your learning. In addition to this, failure to be academically honest can have very serious consequences. All IB students will be made aware of the academic honesty regulations and guidelines and will complete a contract (see Appendix 2) in which they agree to be academically honest.

The following guidelines outline definitions of malpractice and consequences of malpractice.

### Malpractice

Institut Montana adopts the IB’s definitions of malpractice. These have been adapted to ensure understanding.

**Malpractice:** Improper activity not in accordance with accepted rules or standards.

#### Malpractice includes:

- **Plagiarism:** The practice of taking someone else's work or ideas and passing them off as one's own.
- **Collusion:** The secret or confidential process of working together with someone in order to cheat or deceive others. In addition to this, allowing somebody else to use your work, even if you do not benefit, is collusion, and therefore, malpractice.
- **Duplication of work:** The presentation of the same work for different assessment components in the IB diploma requirements.
- Any behaviour that gains an unfair advantage for a student, or that affects the results of another student (for example, taking unauthorized material into an examination room, misconduct during an examination, falsifying a CAS record).

#### Malpractice in homework, class work and IB assignments

- Plagiarism, collusion or duplication of work should not occur in any homework, class work or IB assignment.
- Any information taken directly from another source (for example, from another person, from the internet or from a book or article) must be referenced in your homework, class work and in IB assignments.

## Malpractice in internal and external examinations

- During an examination, and at other times specified by the invigilator, a candidate must not communicate with any other candidate. Failure to observe this regulation may constitute malpractice, resulting in appropriate action by the school and/or the examining board.
- All work completed during an examination and then submitted for assessment must be the authentic work of the candidate. Any copying, collusion, plagiarism, reference to unauthorized material, or communication between candidates may constitute malpractice, resulting in appropriate action by the school and/or the examining board.
- Candidates may not view another candidate's material during an internal or external examination.
- The impersonation of another candidate will be treated as malpractice.
- If a candidate finds that he or she has accidentally taken unauthorized material into an examination, this material must be given to the invigilator immediately. Failure to do so may lead to an allegation of malpractice against the candidate.
- Candidates must adhere to the IB Conduct in Examinations Guide (see Appendix 3).

## Intellectual property

This can take many forms such as patents, registered designs, trademarks, moral rights and copyright. These should be respected and are normally protected by law.

## Consequences of malpractice

If, after an investigation, it is determined that a student has violated the academic honesty policy, his/her work will be subject to disqualification, and the student's advisor and subject teachers will be notified of the incident. Students who are found to be academically dishonest will have to complete a **behaviour incident report form** (Appendix 4) and this will be kept in the student's file. If a student is found to be academically dishonest in a homework or class work assignment, the work will not receive a grade. A report would also need to be filled out. If a student is found to be academically dishonest in an IB assignment, he/she will have to complete his/her final assignment under timed conditions in front of his/her teacher or the IB coordinator. If a student is guilty of malpractice in his/her extended essay, he/she would need to write a new extended essay with a completely new title. If there is not enough time, he/she risks failing the extended essay and therefore, the IB diploma.

An academic honesty infraction in a final version of a student's internally assessed IB coursework, according to the school's promotion policy (page 3) will result in the student not being able to receive a final IB grade in the subject concerned, and therefore not being eligible for the IB diploma.

If a student is found to be guilty of malpractice during internal examinations, the student will not receive a grade for this examination and a behaviour incident report form would be filled

out. Consequences for this may include failure in that subject, or in extreme cases, failure to gain the high school diploma and/ or the university or college will be informed.

If a student is found to be guilty of malpractice during external examinations, the school is obliged to inform the examining board, which will take appropriate action. Consequences may include disqualification from a component, subject or, in extreme cases, the full IB diploma and/or the university or college would be informed.

A student acquiring more than three academic honesty infractions during the duration of his/her program could, at the discretion of the faculty, be removed from the IB programme, according to the school's promotion policy (page 3).

## **Academic Referencing Guide**

There is no universally adopted referencing system for academic work, but there are several widely recognized ones that are used by most scholars and students. The IB and Institut Montana do not require one particular system and therefore you have the freedom to choose a system that suits you. Please speak to your individual subject teachers to discuss the most appropriate system.

However, it is crucial that you get your academic referencing right. It is important to remember that:

1. You **MUST** ensure that you include references in all the right places in your work and acknowledge your indebtedness to others for their ideas and facts.
2. Once you have chosen a system you must **BE CONSISTENT**. This means using it throughout your footnotes or your endnotes and also using the same system in your bibliography.

Whilst you have freedom to choose the following is a guide to using Modern Humanities Research Association system (MHRA) which is a popular academic referencing system that uses footnotes.

(N.B. The Harvard System is another popular system but this requires putting the author's name and date in the text and can make word counts more difficult. However, if you wish to use the Harvard System, you can go to <http://libweb.anglia.ac.uk/referencing/harvard.htm>)

### **The MHRA system.**

- **Footnotes**

References to sources used are set out in footnotes or endnotes. Footnotes are placed at the bottom of each page and endnotes are found at the end of each piece of work (eg. at the end of your essay).

Every time the ideas, facts or opinions of another are used in a piece of work, you must acknowledge it with a full reference. Footnotes should be numbered sequentially (eg. 1,2,3). The numbers should be placed at the end of a sentence or after a quotation.

In order to insert a footnote into your text, you need to go to 'Insert' and then go to 'Footnote' or 'Reference'. Your word document will then organize your references and as you move text around in your document, the programme will automatically correct the reference number for you.

The following guide demonstrates how different types of sources should be included in your final work. For any additional sources, consult your teacher or an internet site.

- **Book – Single Author**

Initials/ first name of the author. Surname of the Author, *Title of the book in italics* (Place of Publication: Publisher, date published), p. page number.

W. H. C. Frend, *The Donatist Church: A Movement of Protest in Roman North Africa* (Oxford: Clarendon Press, 1952), p. 34

- **Book – Multiple Authors**

First author and second author, *Title of the book in italics* (Place of Publication: Publisher, date published), p. page number.

Peregrine Horden and Nicholas Purcell, *The Corrupting Sea: A Study of Mediterranean History* (Oxford: Blackwell, 2000), p. 241.

- **Chapters or Articles in a Book.**

Author of the article/ chapter, 'Title of the chapter/ article' in *Title of the book* ed. by editor of the book (Place of publication: Publisher, date of publication), pp. page numbers of article (p.page of quote)

Brent D. Shaw, 'Who Were the Circumcellions?' in *Vandals, Romans and Berbers: New Perspectives on Late Antique North Africa* ed. by A. H. Merrills (Aldershot: Ashgate, 2004), pp. 227-58 (p. 229).

- **Articles from a newspaper or magazine**

Author, 'Title of the Article', *Title of the newspaper or magazine in Italics*, Date of the article, pp. pages of the article.

Kim Wolhunter, 'Tracking the Leopard', *National Geographic*, 4 October 2001, pp. 90-103.

- **Online sources**

Name of author (if known), Title of article, Title of online resource, <websiteaddress>, [date accessed], (location of the reference)

'Henry V gets digital makeover', BBC News, 17<sup>th</sup> April 2007, <<http://news.bbc.co.uk/2/hi/technology/6563869.stm>>, [January 2009], (para. 4 of 24)

- **Films/ TV**

*Name of the film in italics*. Dir. Name of director. Name of distributor. Date. Reference number

Eg. *Dune*. Dir. David Lynch. Polygram Video. 1984. VHS 6373803.

**Further references.**

Once you have referenced a source once, you can just use the author's name and the page number: Eg. Frend, p.35.

## **Bibliography.**

Your bibliography needs to be in alphabetical order of the author's surname. If no author is given, then you will include this in alphabetical order with the title of the book/ article. The author's surname should appear first in a bibliography and no page numbers are necessary, unless referring to

Author's surname, initials/first name, *title* (place of publication: publisher, date published)  
Eg. Frend, W.H.C., *The Donatist Church: A Movement of Protest in Roman North Africa* (Oxford: Clarendon Press, 1952)

## Academic Honesty: Dos and Don'ts.<sup>1</sup>

### The academically honest student:

#### DOES

- value the originality and integrity of his/her own thoughts and ideas
- keep and maintain accurate, personal course notes
- ask beforehand what kinds of external help are permissible
- document source material in a formal and appropriate manner
- use direct quotations appropriately
- understand the concepts of plagiarism and academic honesty
- understand the concept of cheating, regarding both school-based work and external examinations
- acknowledge explicitly and appropriately help provided by another person

#### DOES NOT

- copy the internal assessment or coursework of another person
- give another student his/her own work to copy or use unless given permission by the teacher
- use notes during a test or examination unless specifically allowed to do so by the teacher, and permitted by the rules of the examination
- communicate in any way with, seek assistance from, or give assistance to, another student whilst an examination or test is in progress
- do homework for another student or allow another student to copy his/her homework with a teachers permission
- present ideas and/or material written by another person as his/her own
- purchase and submit pieces of writing written by someone else
- write essays for other students
- present artistic or creative work that has been reproduced from the work of another person, except in a manner allowed by the teacher or permitted by the examination rules

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<sup>1</sup> A Guide to Referencing and Citations, International School of Lausanne, (2009)



# ACADEMIC HONESTY CONTRACT



The purpose of this form is to ensure that all IB students at Institut Montana are aware of the Academic Honesty Guide provided by the IB and of the Academic Honesty Policy at Institut Montana. Academic honesty is extremely important and failure to adhere to the rules in the guide could have serious implications for your grades, your diploma and ultimately your future.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Advisor: \_\_\_\_\_

**To be completed by the student:**

**I declare that:**

1. I have read and understood section 1.9, "Academic Honesty," of the IBO *Handbook of Procedures*.
2. I have read and understood Institut Montana International School's Academic Honesty Policy.
3. I promise to be academically honest in all homework assignments, classwork activities, presentations and IB assignments.
4. I promise to be academically honest in all IB exams and internal exams. I will, therefore, not communicate with other students during the exam, will not view their examination materials and will not take unauthorised materials into the exam (eg. notes, mobile phone, etc.)
5. I have read and understood the definitions of plagiarism, collusion and malpractice.
6. I have received guidance on how to reference sources, data, material and ideas.
7. I have received guidance on how to create a bibliography.
8. I understand that academic honesty is beneficial to me as a learner and that it helps me to develop the characteristics of the IB Learner Profile.
9. I am aware that failure to adhere to the Academic Honesty Policy will have serious consequences for me, that I may not receive the IB diploma, the high school diploma, and that this could be reported to universities and colleges that I apply to.
10. If I have any questions regarding academic honesty, I will seek advice from a teacher, or speak to my IB coordinator for help with academic honesty.

Name: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**To be completed by the IB Coordinator:**

I can confirm that the student named above has attended the workshop on academic honesty and therefore has been informed about what academic honesty is, how to cite and reference sources and what the consequences are for failing to adhere to the Academic Honesty Guide.

IB Coordinator: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Copy of contract to:**

- IS Principal     
  IS Coordinator     
  IB Coordinator     
  Advisor     
  Student

## **Bibliography**

*IBO Academic honesty in the IB educational context* (IBO, 2014)

*IBO Conduct of the examinations*, (IBO, 2009)

*IBO Learner profile* (IBO, 2007)

*A Guide to Referencing and Citations*, (International School of Lausanne, 2009)

*The MHRA Style Guide*, The Modern Humanities Research Association, <http://www.mhra.org.uk/>  
(Accessed 10.01.09)